Creating an E-mail Distribution List from a Class Roster

The Class Roster available in myLC Campus lists available student e-mail address. There are a number of ways this could be used to send communications to students. This instruction document will cover a few of those methods.

Use the following steps:
Login to myLC Campus
View the Faculty Center page
Locate the Class Roster icon (👥) next to each class in your schedule.
Click on the icon to open the roster.

By default the Class Roster will show all students that are currently enrolled in the class.
To view students that have dropped, click on the Enrollment Status drop down box arrow.
Choose the Dropped option.
The last column in the grid contains the available email address for each student, if provided.

From this point there are 2 methods available to send an e-mail to the students:

Using myLC Campus to generate and send an email
You can send a simple e-mail, with no pictures or attachments, using myLC Campus.

1. Select the Notify check box next to each student you want to e-mail. You can click on the Select All link to check all of the boxes
2. Click on the Notify Selected Students button. Alternatively if you wanted to send an e-mail to all students you could click the Notify All Students button rather than checking all of the students.
3. From the Send Notification page type in the Subject and Message.
4. You will notice that the student's e-mail address is in the BCC field. This is so recipients will not see the e-mail addresses of other students and is a secure way of send emails in bulk.
5. When finished composing the email click the Send Notification button.

Creating a Distribution List in Outlook/Exchange

There are 2 ways to interact with the Exchange E-mail server, Outlook & Outlook Web Access (OWA). The OWA is the web based email program used to access email from off campus.

Setting up a Distribution list will vary slightly depending on how you are interacting with the Exchange server. If you set up a distribution list by one method you will still be able to see it by the other. This document will detail both methods.

Using Outlook

1. Open the class roster in myLC Campus that will be used for the distribution list
2. Click the Contacts button in the left hand pane of Outlook
3. From the tool bar click the drop down arrow beside "New"
4. Select Distribution List
5. Type a name to identify the distribution list in the Name field
6. Double Click on "Add New"
7. Adding members to the list will have to be done one at a time.
8. From the Class Roster in myLC Campus highlight and copy the email address of the first student
9. Paste the email address into the E-mail Address field. You could paste the e-mail address into the Display Name field or go back to the Class Roster and copy the students name to paste into this field.
10. Click OK
11. Repeat steps 6 through 9 to add the remaining students.
12. Click on the Save & Close button located in the toolbar.

Using Outlook Web Access (OWA)

1. Open the class roster in myLC Campus that will be used to create a distribution list
2. Login to the OWA using any Web browser (https://alpha.lee.edu/exchange)
3. After logging in click on the Contacts button in the left hand pane.
4. On the toolbar click on New > Distribution list.
5. Type a name to identify the distribution list by in the List Name field.
6. Adding members to the list will have to be done one at a time.
7. From the Class Roster in myLC Campus highlight and copy the email address of the first student.
8. Paste the name into the Add to Distribution List field then click the Add button.
9. Repeat steps 7 through 8 to add the remaining students.
10. After all e-mails have been added to the distribution list click on the Save & Close button located in the toolbar.

When creating an e-mail that will use the distribution list, type in the name that you gave the list.

Important:

Best practices suggest that you add this to the BCC field of an e-mail to suppress the other e-mail addresses from the recipients. In this case you would send the e-mail to yourself with the distribution list in the BCC field.