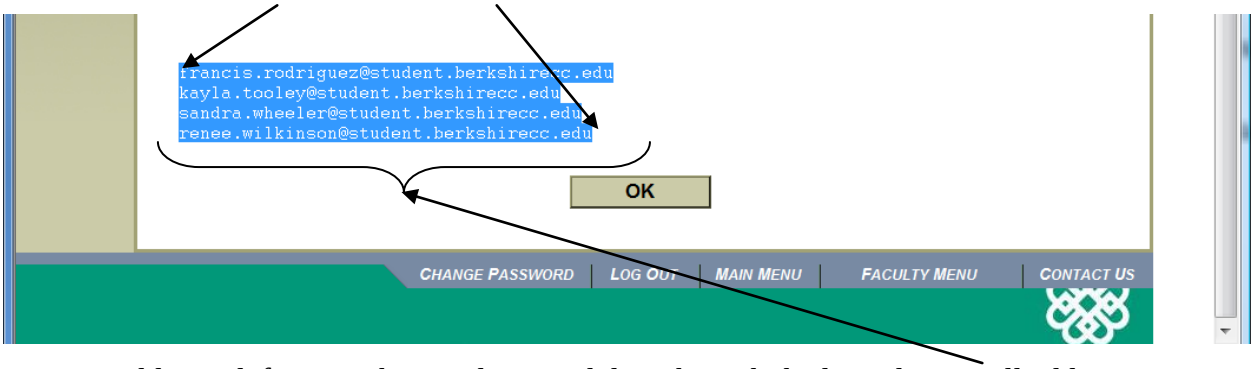
This process MUST be done using GroupWise from campus, either Main campus, the Intermodal or SCC, it will NOT work if you use GroupWise WebAccess.

Using WebAdvisor to Capture Student Email Addresses and How to Create a Group in your GroupWise Address Book

1. Log into your WebAdvisor account
2. Click on the Faculty option
3. Click on the *Email-Roster or Advisee Email Roster* link under the Faculty Information list
4. Select the Term
5. Click the **Submit** button
6. Select the Course
7. Click the **Submit** button

Now you'll copy and paste the email addresses into the To: box in new email message

1. Point at the beginning or the end of the list of email addresses



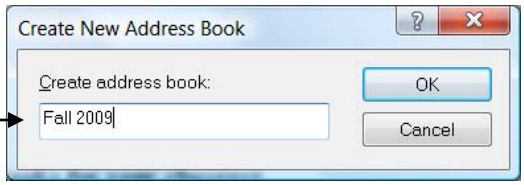
2. Hold your left mouse button down and drag through the list selecting all addresses
3. Let go of your left mouse button
4. Either go up to and click on **Edit** on the Toolbar and then click on **Copy**

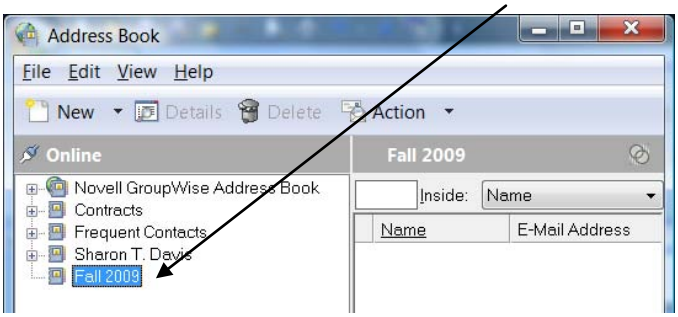
   Or
5. Point at the colored block of email addresses, click with our right mouse button and then left click on **Copy**
6. Open GroupWise
7. Open a new email message
8. Click in the **BC**: box
9. Go up to and click on **Edit**, and click on **Paste**

   Or
10. Point in the **BC**: box, click with your right mouse button, and then left click on **Paste**

Create New Address Books for your class(es)

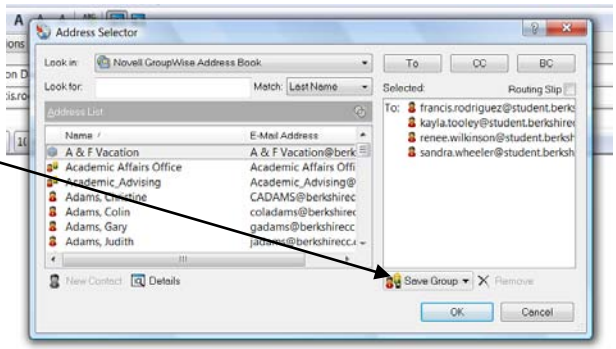
1. Click on the Address Book button on the toolbar
2. Click on **File** and the **New Book...** from the menu
3. Type the term in the box
4. Click on **OK**
5. Repeat this process until a new book has been created for each class

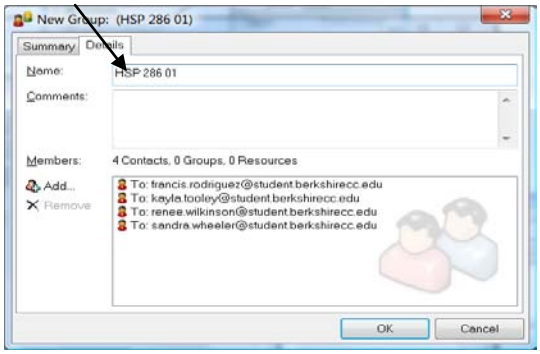




To Create a Group using the addresses in the BC: box in your new email message

1. Once all addresses have been pasted into the BC: box in the new email message
2. Go to and click on the Address Book button on the toolbar
3. All the addresses are now in the Selected area
4. Click on **Save Group▼**
5. Click on the correct address book
6. Name the Group

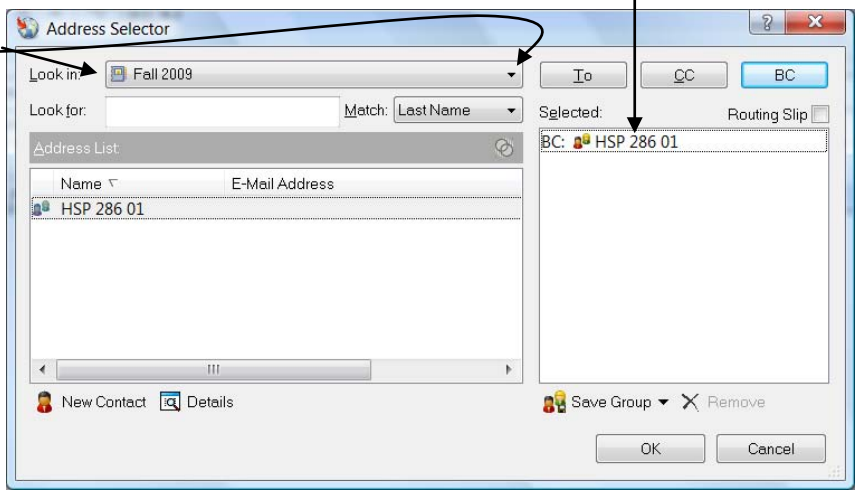




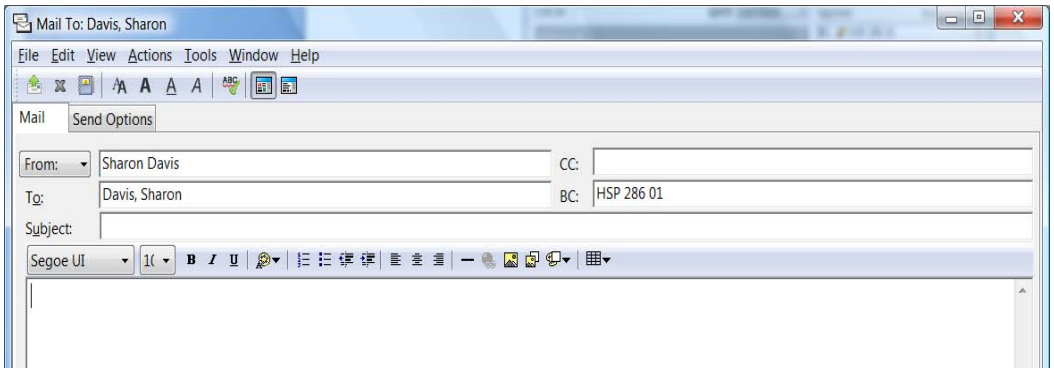
7. Click on the **OK** button
8. Click on the **OK** or **Cancel** button to close this window
9. Send this addressed email or click on **File**, **Close** and **No** to 'Save changes to this item?' to **not** send the email
10. Repeat for each class

To use the new group to address an email message:

1. Open a new message
2. Click on the Address Book button
3. Click on the down arrow to the right of Look in: and select the correct address book
4. Click on the **BC:** button above the Selected area -- Putting the students email addresses in the **BC:** box protects their privacy
5. Double click on the Group's Name to put it in the Selected area



6. Click on the **OK** button to address the email
7. Enter your name in the **To**: box



8. You must put something in the **To:** box in order to send the email so add your address.
9. Add your Subject line
10. Add your message
11. Add attachments if required
12. Send your email message