How to email your class using PeopleSoft (Student Admin System)

1. Go to [http://www.studentadmin.uconn.edu](http://www.studentadmin.uconn.edu) and log in using your NetID and password

2. Click on **Self Service**, then **Faculty Center**. A list of your current classes should appear. If not, change the term

3. Click on the **class roster icon**

4. At the bottom of student list, click on “**notify all students**”

5. Enter a subject and a message

6. Click “**Send Notification**”

   The email message will be sent to the students’ uconn.edu email addresses.

**NOTE: There is not an option for attachments**

Instructors can find additional Student Admin System (PeopleSoft) help [online](http://www.studentadmin.uconn.edu).