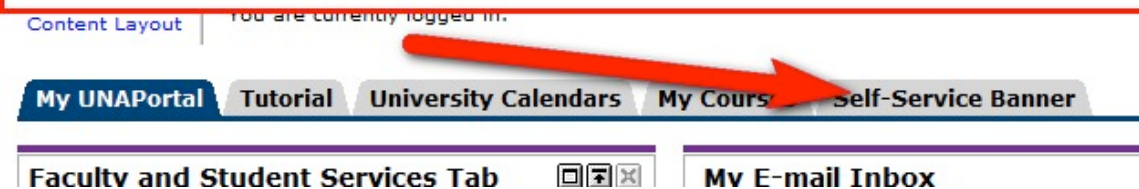**This should automatically create a new email message to your for you in Outlook, Thunderbird, and other email clients.**

Click Self-Service Banner.

Content Layout | You are currently logged in.

My UNAPortal | Tutorial | University Calendars | My Cours... | Self-Service Banner

Faculty and Student Services Tab | My E-mail Inbox

Click Faculty Services.

My Account
Content Layout | You are currently logged in.

My UNAPortal | Tutorial | Univers... Calendars | My Courses | Self-Service B

Personal Information | Student | Financial Aid | Faculty Services | Employee

Click Term Selection.

Search _____ [Go]

Faculty and Advisors

Student Information Menu
Term Selection
CRN Selection
Faculty Detail Schedule
Week at a Glance
Detail Class List
Summary Class List
Detail Wait List
Summary Wait List
Midterm Grades
Final Grades
Registration Overrides
Add or Drop Classes

Select Fall 2008
Click Submit.

Select Term

Select a Term: Fall 2008 ▾

[Submit]

Click Faculty Detail Schedule.

Search [   ] [Go]

Faculty and Advisors

Student Information Menu
Term Selection
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Faculty Detail Schedule
Week at a Glance
Detail Class List
Summary Class List
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Summary Wait List
Midterm Grades
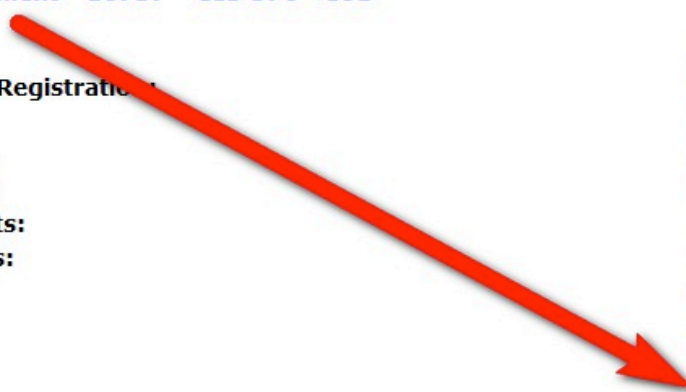Final Grades
Registration Overrides
Add or Drop Classes

Click Classlist under the course you wish to email.

Faculty Detail Schedule

Web Development - 10737 - CIS 376 - I01

Status:	Active
Available for Registration:	Aug 18, 2008 - Aug 2
College:	Business
Department:	Computer Information
Part of Term:	1
Course Credits:	3.000
Course Levels:	Undergraduate
Campus:	Main
Override:	No
Syllabus:	Add
Rosters:	Classlist
Office Hours:	Add

At the bottom of the screen, click Email class.

16   Ste

17   erry

Email class ✉

Return to Previou

[Term Selecti

RELEASE: 7.4.0.1