

# How to Send a Group eMail in Digication from a Course

A Guide for Faculty

**Who is this for?** Faculty who wants to send a group email to all of the students in a course in Digication.

**Step 1:** From the Dashboard screen, click on the course in question. (See image 1)

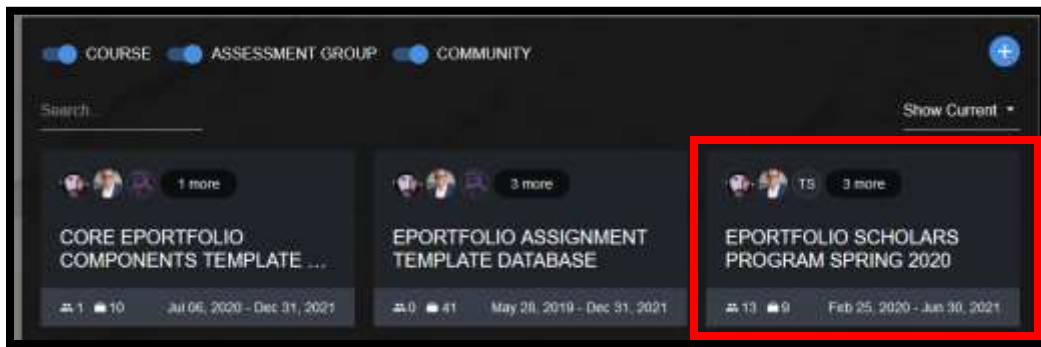


Image 1

**Step 2:** In your course page, click the “Settings” tab. (See image 2)

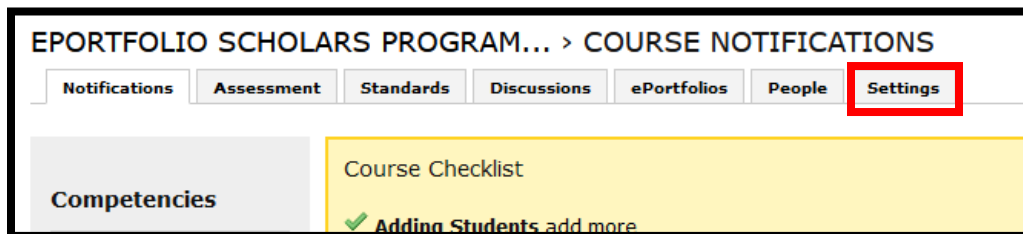


Image 2

**Step 3:** In the settings page, click the link for “Group Email” under the “Users” sections. (See image 3)

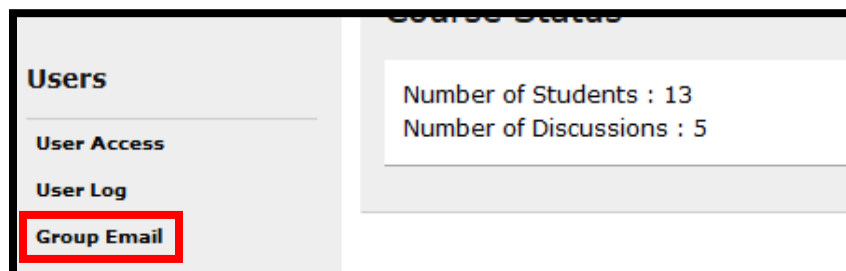


Image 3

**Step 4:** In the “Group Email” section, select whether you want to “Send email” or “Send email and text message” then click the “Next” button. (See image 4)

**GROUP EMAIL**

Notifications Discussions ePortfolios People Settings

**Administration**

Status

General Info

Import

Merge

Use this form to email the students and/or faculty in your course. If your message is urgent, you may also choose to send it as a text message, to your recipients' cellphone address (if they provided one). Text Messages are limited to 100 characters.

Choose how your message will be delivered:

Send email

Send email and text message

**Next**

Image 4

**Note:** The text message option will only work if the students added their phone number to their profile. If you are not sure if they added it, just choose the “Send Email” option.

**Step 5:** Next, check the box for “Email Students” or “email faculty.” Then type in your subject and add your message. If you want a copy, check the box for “Send me a copy,” then click the “Next” button. Once you click the “Next” button you will then be asked to review your settings for the email. If you want to make a change click the “Back” button, if you want to send it, click the “Send” button. (See images 5 and 6)

Email Students

Email Faculty

**From:**  
trospigliosi@lagcc.cuny.edu

**Subject:**

**Body:**

Send me a copy.

**Next**

Image 5

Click Send to send your message.

Email Students

**From:**  
trospigliosi@lagcc.cuny.edu

**Subject:**  
test email

**Body:**  
test email

Send me a copy.

**Back** **Send**

Image 6

That's it. If you have any questions, contact the ePortfolio team or visit the MB-57 office.