Emailing Students from Your Class Roster

College email addresses for students are on your Class Rosters through your MySCCC portal account. Messages can be sent to individual students or to the entire class. Each student with a created college account will have an envelope icon displayed to the right of their roster entry. At the bottom of each roster is a "Display Email List" button (return to the bottom of the page after you hit the button). This will open a text box showing all created student accounts in the class. The list can be copied and pasted into the BCC field of an email message. The BCC field should always be used when sending communications to a group of students.

Note: If BCC field is not visible, in Outlook or Outlook Web App open a new email and select Options, and set Show Bcc. (This option only needs to be selected once and will display on all new emails.)
You can get to the class roster by selecting the “Three Faces image” 🧑‍🏫 or by going to Faculty Services link in Faculty Self Service.