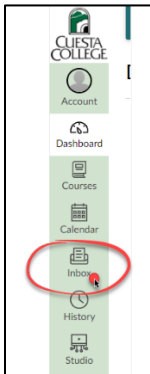


## Faculty: E-mail Your Students

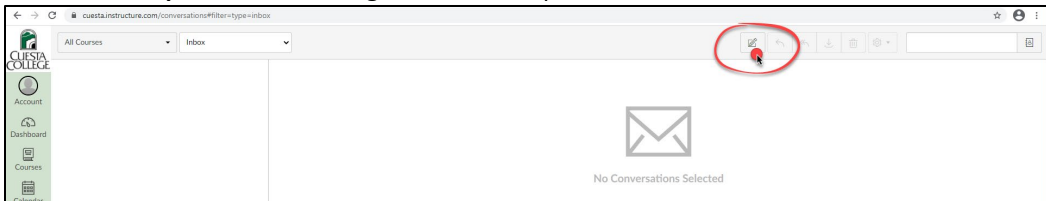
Instructors can e-mail an entire class and individual students by using Canvas or Banner (via myCuesta)..  
**IMPORTANT:** Your Canvas course must be [published](#) before e-mailing your students.

### Email Using Canvas

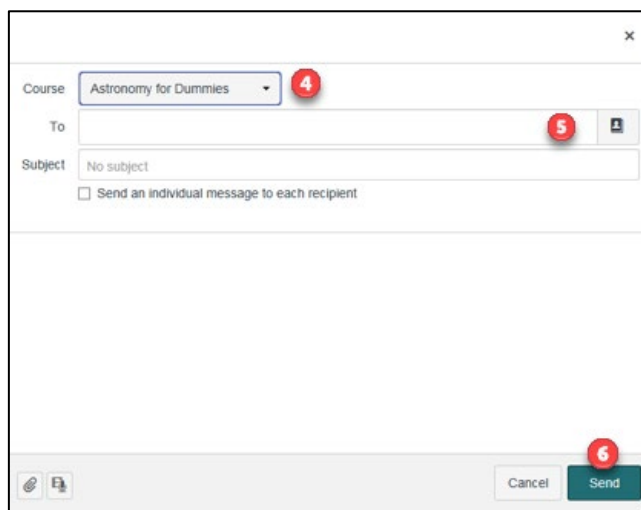
1. Login to Canvas (<http://cuesta.instructure.com>) using your Cuesta username and password.
2. Select **Inbox** in the Global Navigation menu.



3. Select the **Compose a new message** icon at the top of the screen.



4. Use the Course dropdown menu to choose a course.
5. Select the browse button in the To field to choose All Students or enter recipient name(s) individually.  
Optional: Select **“Send an individual message to each recipient”** checkbox to hide recipients’ names.
6. Compose your message, then select **Send**.

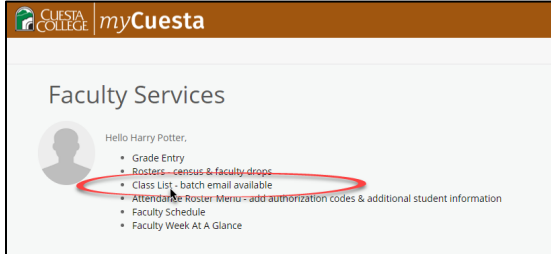
A screenshot of the 'Compose a new message' form in Canvas. The form has a 'Course' dropdown menu set to 'Astronomy for Dummies', a 'To' field with a browse button, a 'Subject' field with the text 'No subject', and a checkbox for 'Send an individual message to each recipient'. At the bottom right, there are 'Cancel' and 'Send' buttons. Red callout boxes with numbers 4, 5, and 6 point to the Course dropdown, the browse button in the To field, and the Send button, respectively.

## Email using Banner/Faculty Self- Service

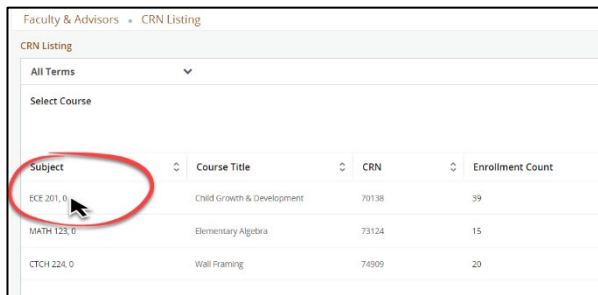
1. Login to [myCuesta](#), then select the **Faculty Self Service** icon



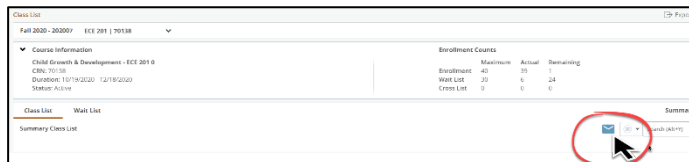
2. Select **Class List – batch email available**



3. Select the class **Subject** name to generate the class list



4. Select Email at the top of the new screen (envelope icon) and the student emails will populate in your default email application.



**Note:** The system will default to display the Class List. If you would like to email the Wait List, select the Wait List Tab first, then select Email at the top of the new screen (envelope icon).

