

Adding additional emails to MyUCLA roster emails

If the instructor wants to include emails addresses of those who are not enrolled in the course, the instructor can use the CC line. In the future, if the instructor sends another email to the class, the additional emails will appear in the CC line as well.

MyUCLA

Features WebMail Quicklinks Help Logout

EMAIL TO CLASS

» Class Roster

Try the all new [Email to Class](#) and send us your [feedback](#)!

In the meantime, all messages you send through this page will now be saved and will be visible in the new interface. Messages sent since the beginning of Fall 2018 are also included. Please let us know if you see anything unexpected.

Students who missed the original message because they hadn't enrolled yet or didn't receive the email can now go to the "Class Messages" feature to see all messages (with attachments) sent to a class.

Term: Spring 2016

Class: Multiple Classes

	Class	Title	Meeting Time & Location	# Enrolled
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

Send email to Multiple Classes for 165

From: ☐ ?

You must specify a from address. Any "undeliverable" notices (such as defunct email addresses) will be sent to the address specified here.

To:

- ☒ Send to Enrolled students
- ☒ Send to Wait-Listed students
- ☒ Send to class TAs
- ☒ Send to class Gradebook Assistants
- ☒ Send to myself

CC: ☐ ?

(Do not include names, email addresses only. separate multiple addresses with commas.)

Attachments: Browse... No file selected.

Note: The maximum total file size for all attachments is 10MB. Large attachments will significantly increase the time needed to send the message.

Subject:

Message:

☒ Advanced

☐ Plain Text

Rich text editor toolbar: Bold, Italic, Underline, Strikethrough, Undo, Redo, Link, Unlink, Bulleted List, Numbered List, Indent, Outdent, Text Color, Background Color, Source Code.

Please instruct all your students to make sure they have a current e-mail address listed on URSA. This message will be sent to those currently enrolled students who have chosen to provide an e-mail address to the Registrar via URSA. Not all students have an e-mail address on file. The content of this message is restricted to the communication of course-related information for all selected classes. Appropriate usage is governed by UCLA Policy 455, UCLA Email Policy and Guidelines, and UCLA Policy 220, Disclosure of Information from Student Records.

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