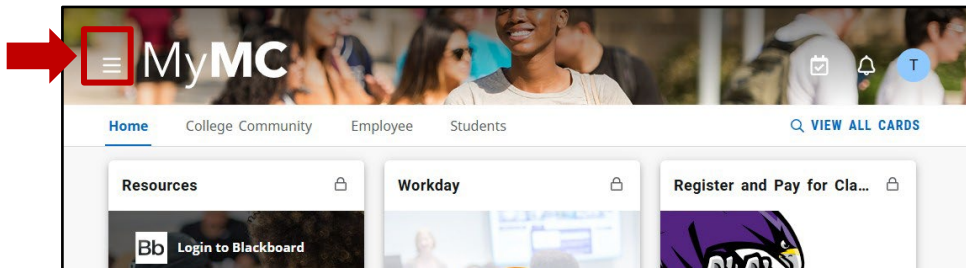


## Emailing Your Students

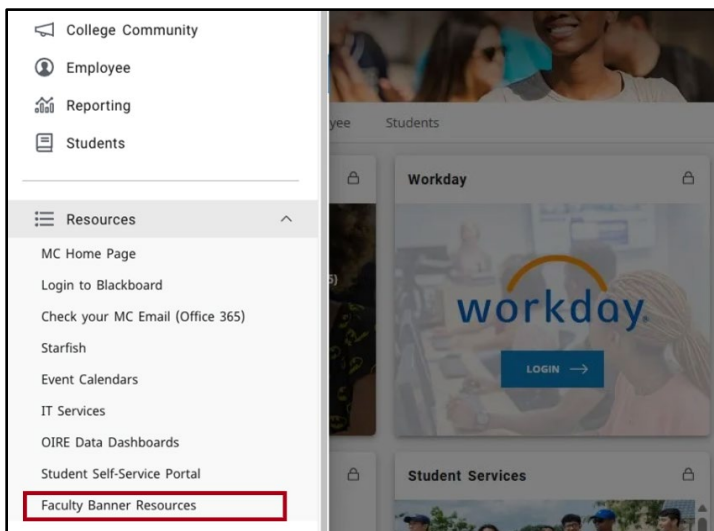
1. Log in to MyMC and go to the MyMC home page.
2. In the top left corner, click the three lines next to MyMC, also known as a hamburger or main menu.



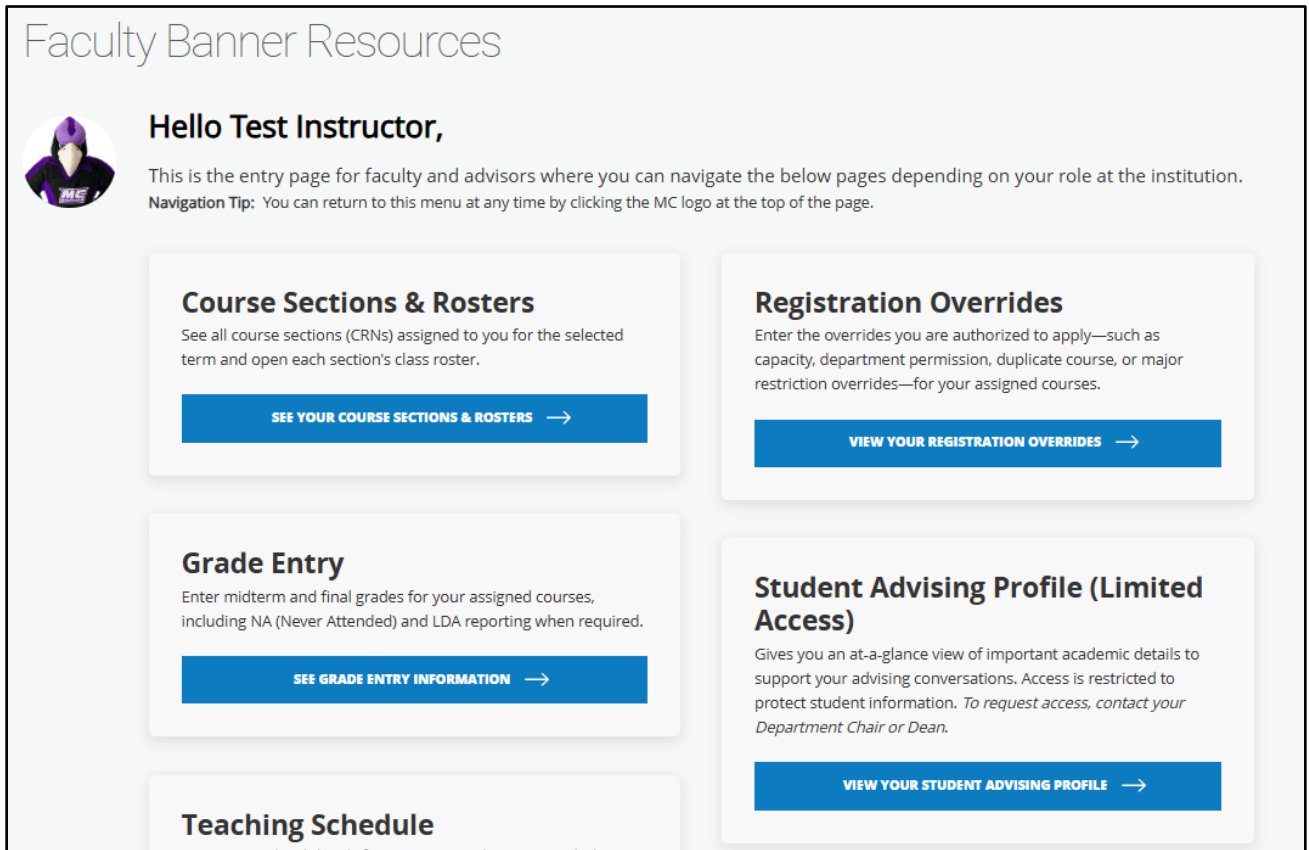
3. Click the **Resources** drop-down menu.



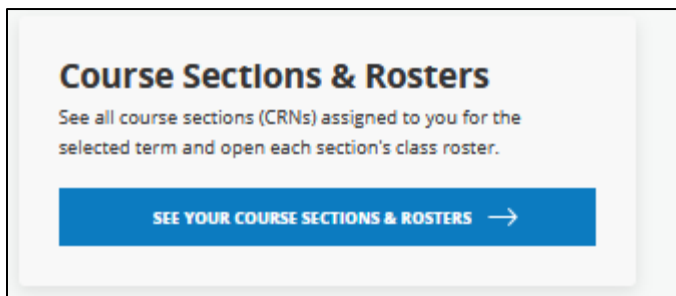
4. Click the **"Faculty Banner Resources"** link.



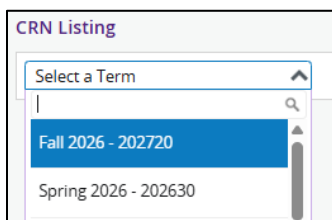
5. The Faculty Banner Resources page appears.



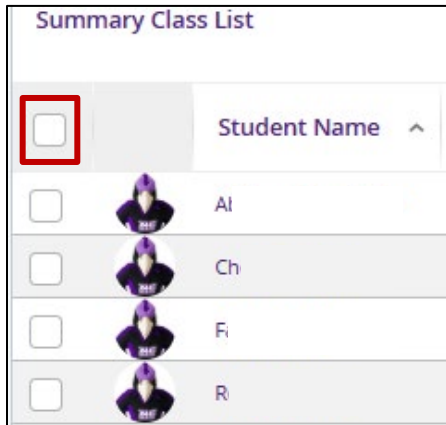
6. Click the “See Your Course Sections & Rosters” link.



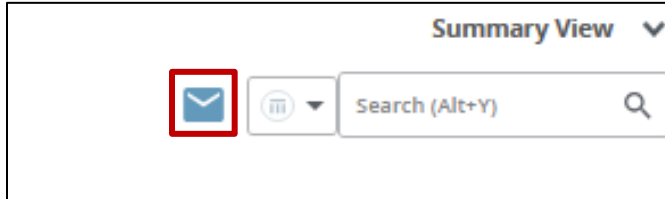
7. Click the CRN Listing drop-down to select a term.



8. Click the course Subject name from the list.
9. In the roster table, click the first checkbox next to the Student Name column to select all students.



10. Click the **email icon** in the **upper right-hand corner** of the box (under Summary View).



11. Outlook will open in a new window.