Using the Student Portal (or Empower) to Email Your Students
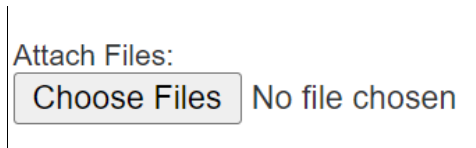
1. Log into the Student Portal or Empower.
2. Select the term/year.
3. Under the appropriate class, click on the CLASS ROSTER link.
4. Under the EMAIL column, make sure all the boxes next to the students' email addresses are checked.
5. Scroll down to the bottom of the page.
6. Click on the SEND OUT SELECTED EMAIL button.
7. Add a subject (pink highlighted field).
8. Feel free to cc this email to yourself or to your personal email so that you can see how this email would look like from a student's perspective.
9. Compose your email.
10. If you need to attach files (course outlines, Zoom link information….) click on the CHOOSE FILES button (see illustration below) located towards the bottom of your screen. Attach your files just as you would attach a file to an email message. You can choose to send multiple files.

Attach Files:
Choose Files | No file chosen

11. Click on the SEND button.