

1. Blackboard

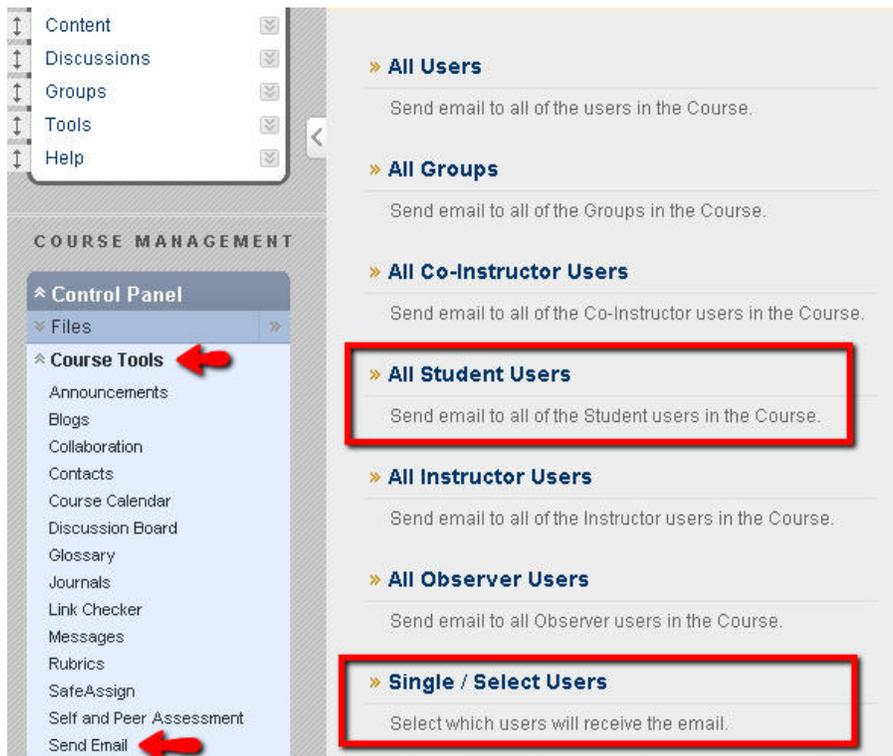
Every course section taught at Middlesex has a Blackboard course shell created for it automatically. Within each course shell, students (with their email address) are automatically added and removed based on the students' registration status at the college and within the course. Student email addresses are displayed with the students' full-name and not just by their student ID.

Blackboard course shells come with built-in email functionality for sending email to an entire class or to a selected student(s) within a class. Blackboard uses its own internal email utility which requires no email program setup on the local computer. This makes it easy to send email to a class from any computer.

Faculty may access their Blackboard course shells by logging in to the My MCC web portal (<https://mymcc.middlesex.mass.edu>), under My Courses.

Sending Email to Students using Blackboard

1. Click the name of your course under **My Courses**. Enter login credentials.
2. Click "**Course Tools**" on the Control Panel menu of the course.
3. Click "**Send Email**" on the Course Tools menu.
4. Click "**All Student Users**" to compose an email message to all enrolled students in the particular course or click "**Single/Select Users**" to select one or more particular students in the course.



5. Compose your message and click the **Submit** button to send the message. The instructor will also receive a copy of the message in their MCC email inbox.

2. MiddleNet

MiddleNet contains email functionality associated with the Class List.

Unlike Blackboard, MiddleNet email is dependent on the proper email client setup on the local computer. Therefore, before using this method, the faculty member needs to: 1) set up [Outlook Anywhere](#) on their home computer (see below for instructions on setting up Outlook Anywhere on your home computer) and 2) at the office use the full Outlook Email client on their office computer, not the web-based Outlook email client from the My MCC portal. Outlook Email on the office computer is accessible by double clicking the Outlook icon on the desktop or from the Start > Programs list. If the faculty member does not have Microsoft Office/Outlook software at home, they can request a CD for free at the [Technology Center Services website](#).

Please Note: When using MiddleNet to send email to a class, the email addresses of the students are automatically copied into the Blind Carbon Copy (BCC) field of a new Outlook email message. However, if there are more than 60 students in the class, the email addresses will not be automatically copied but will instead display in a text box which can then be selected, copied (Ctrl-C) and pasted (Ctrl-V) into the BCC field of a new email message.

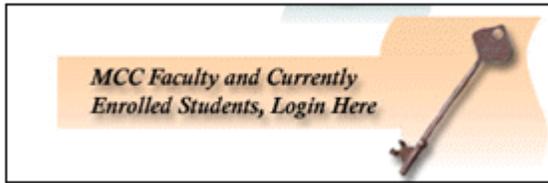
Prerequisites: Setting up Outlook Anywhere is required for sending email to students through MiddleNet. Instructions for setting up Outlook Anywhere are located in the Knowledge Base. The Knowledge Base is available from the Help icon at the top of the screen on My MCC. Enter keyword search 'Outlook' or find it directly by searching for article number 378 ([KB378: Microsoft Outlook Anywhere Setup and Configuration](#)) . Contact the MCC HelpDesk (x3301) if you need assistance.

Sending Email to Students using MiddleNet

1. Click the link for **MiddleNet** on the Quick Links menu of the My MCC web portal.



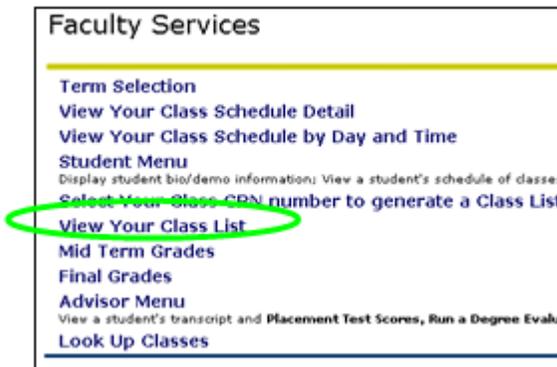
2. Click link for MCC Faculty to login on the MiddleNet home page and enter login credentials.



3. Click "**Faculty Services**" on the MiddleNet main menu.



4. Click "**View Your Class List**".



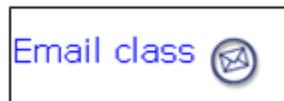
5. Select your class for the term

Next to each student name is a button to send an individual email message to the student;



Button to send to an individual student

At the bottom of the class list is a button to send an email to the entire class.



Button to send to an entire class

6. The student email addresses are transferred to the Blind Carbon Copy field (BCC) of a new Outlook email message. (See information above about email quantity limits)
7. Compose your message and click **Send**.