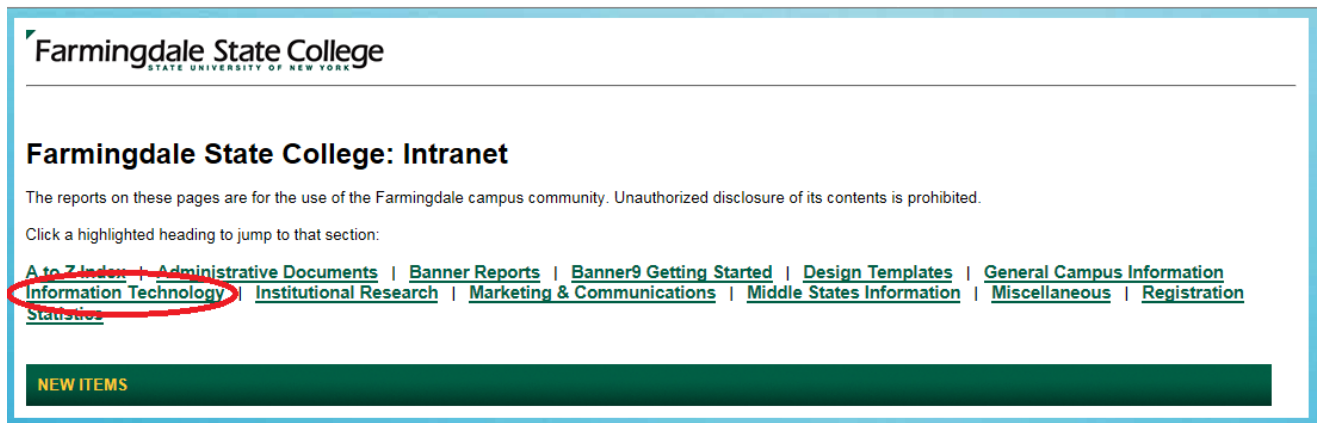


## Emailing your class from Off Campus using Outlook Web App (mail.farmingdale.edu)

To email your class from off campus, you can use Outlook Web App (mail.farmingdale.edu). You will be able to get the email addresses of your students from the Campus Intranet.

Follow the steps below.

1. From any browser, go to [www.farmingdale.edu](http://www.farmingdale.edu)
2. Hover over "Faculty & Staff" on the green menu bar and click on "Intranet"
3. Sign in with your Farmingdale username/password
4. Click on "Information Technology" located in the top section (circled below)



The screenshot shows the Farmingdale State College Intranet homepage. At the top is the college logo. Below it, the title "Farmingdale State College: Intranet" is displayed. A disclaimer states that reports are for campus community use only. A navigation bar lists various links, with "Information Technology" circled in red. Below the navigation bar is a green banner labeled "NEW ITEMS".

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### Farmingdale State College: Intranet

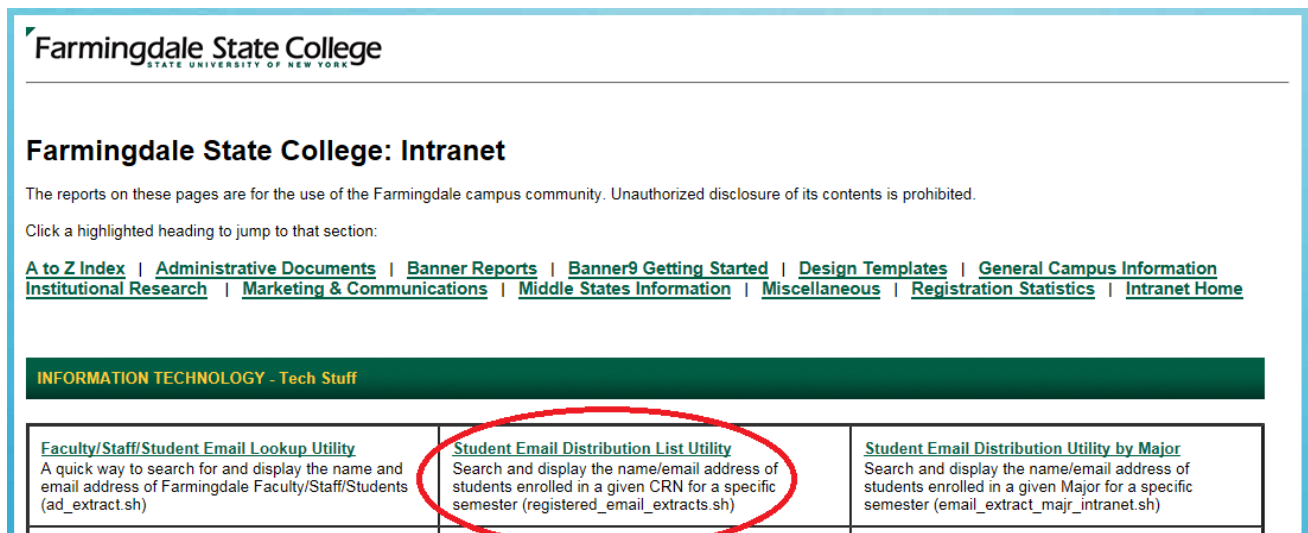
The reports on these pages are for the use of the Farmingdale campus community. Unauthorized disclosure of its contents is prohibited.

Click a highlighted heading to jump to that section:

[A to Z Index](#) | [Administrative Documents](#) | [Banner Reports](#) | [Banner9 Getting Started](#) | [Design Templates](#) | [General Campus Information](#) | [Information Technology](#) | [Institutional Research](#) | [Marketing & Communications](#) | [Middle States Information](#) | [Miscellaneous](#) | [Registration Statistics](#)

**NEW ITEMS**

5. Click on "Student Email Distribution List Utility" located in the first row, second column (circled below)



The screenshot shows the "Information Technology - Tech Stuff" section of the intranet. It features a table with three utility links. The second link, "Student Email Distribution List Utility", is circled in red. The table also includes brief descriptions for each utility.

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### Farmingdale State College: Intranet

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**INFORMATION TECHNOLOGY - Tech Stuff**

<a href="#">Faculty/Staff/Student Email Lookup Utility</a> A quick way to search for and display the name and email address of Farmingdale Faculty/Staff/Students (ad_extract.sh)	<a href="#">Student Email Distribution List Utility</a> Search and display the name/email address of students enrolled in a given CRN for a specific semester (registered_email_extracts.sh)	<a href="#">Student Email Distribution Utility by Major</a> Search and display the name/email address of students enrolled in a given Major for a specific semester (email_extract_majr_intranet.sh)
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6. You will need to select the Term, CRN and Farmingdale Email Accounts Only (screen shot below) and click Submit.

7. You will then need to copy and paste the list of email addresses into the "To:" field of your Outlook Web App email. It would be a good idea to cc yourself so you know the class got the email.

# Farmingdale State College

## Farmingdale State

### Campus Intranet Utility

#### Web Course Reference Number Distribution List Display

This page is a quick way to search for and display the name and email address of Farmingdale Students enrolled in a course for a specific semester. Select a Term, enter your five digit BANNER CRN (Course Reference Number) and click on submit.

Use the copy/paste functions of your computer to create your local class email lists.

Note that these distribution lists are updated daily and will change along with the enrollment of your class.

Please also note that you have a choice of two types of lists:

Farmingdale Email Accounts Only - These are locally assigned student accounts

Farmingdale and Off-Campus Accounts - If a student has supplied us with an external email account, such as Yahoo or HotMail, it will be included in this report. Please note that we can not be responsible for messages that can not be delivered to these type of accounts

Term :

Enter CRN Number: