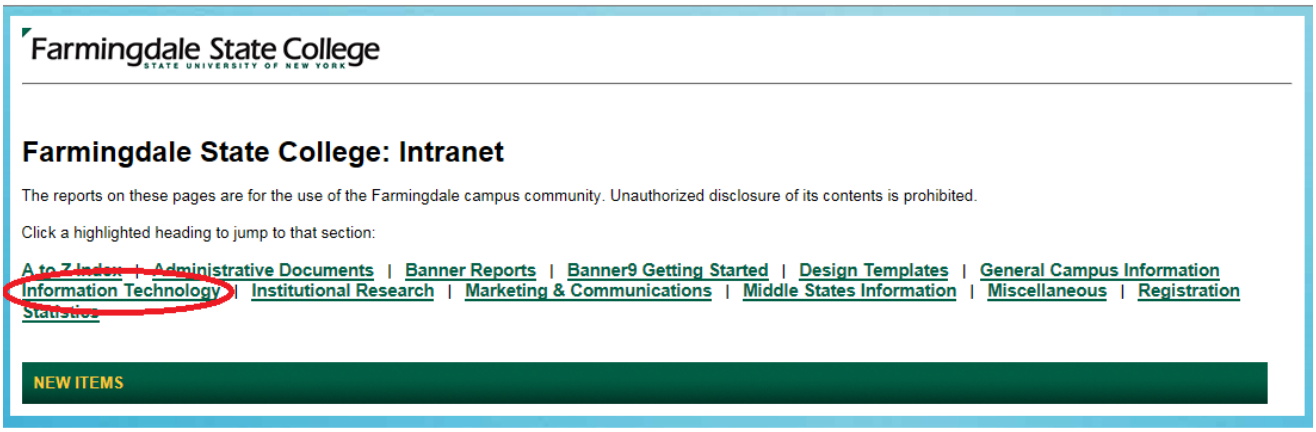
Emailing your class from Off Campus using Outlook Web App (mail.farmingdale.edu)

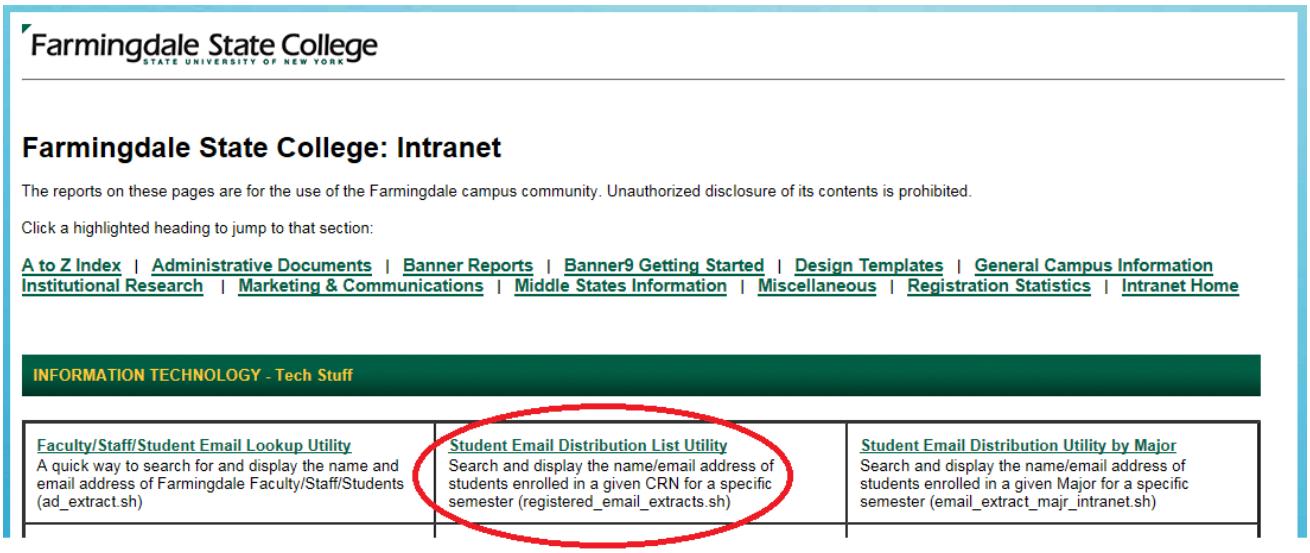
To email your class from off campus, you can use Outlook Web App (mail.farmingdale.edu).
You will be able to get the email addresses of your students from the Campus Intranet.

Follow the steps below.

1. From any browser, go to www.farmingdale.edu
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)



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



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.