

Outlook: Emailing your Class

Using the Class Roster Distribution Function to Send Messages

Introduction

To communicate with all of your students quickly, email is the best solution. To make it quicker, faculty can use a specially formatted email address based on current data in the PeopleSoft system. This allows faculty to send messages to every student enrolled in a particular class.

Constructing Your Email Address

1. Open a new message in Outlook and click in the **To:** field.
2. Enter an address constructed as in **Table 1** below.

Step	Example
Start with a 1	1
Add the 2-digit year	119
Add the term code (1-minimester, 2-spring, 3-summer, 4-fall)	1194
Add the ID (ex: ENGL, MATH, COSC, CIS)	1194ENGL
Add the 3-digit course number	1194ENGL102
Add the 3-digit section number	1194ENGL102003
Finish with @towson.edu	1194ENGL102003@towson.edu

Table 1

Note: If you do not know your course ID, you can find it in PeopleSoft.

Table 2 includes examples for your reference.

Class	Term	Address
English 102, Section 003	Fall 2019	1194ENGL102003@towson.edu
Psychology 201, Section 001	Spring 2020	1202PSYC201001@towson.edu
Physics 211, Section 002	Summer 2021	1213PHYS211002@towson.edu

Table 2

3. Compose and send your message.