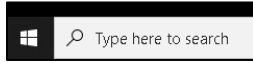


Setup Steps for Emailing Students for use with Class List and Advisee List pages in VandalWeb

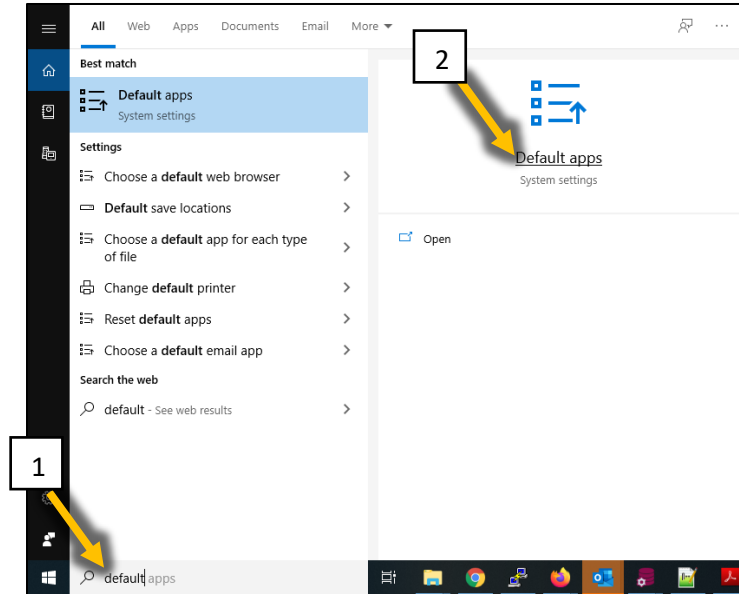
Before emailing students from VandalWeb, please set up your default email using Option A (for a Windows PC) or Option B (for a Mac) below. This is a one-time setup.

A. Option A, for a Windows PC: To set the default Email app to Outlook:

1. Type “default” in the Windows search bar.

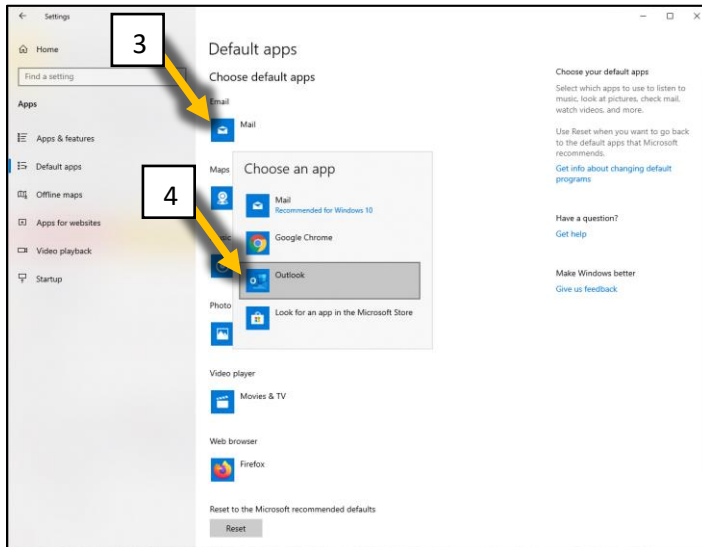


2. Click the “Default apps” result on the right side.



In the Default apps window:

3. Click “Mail”.
4. Click “Outlook”.

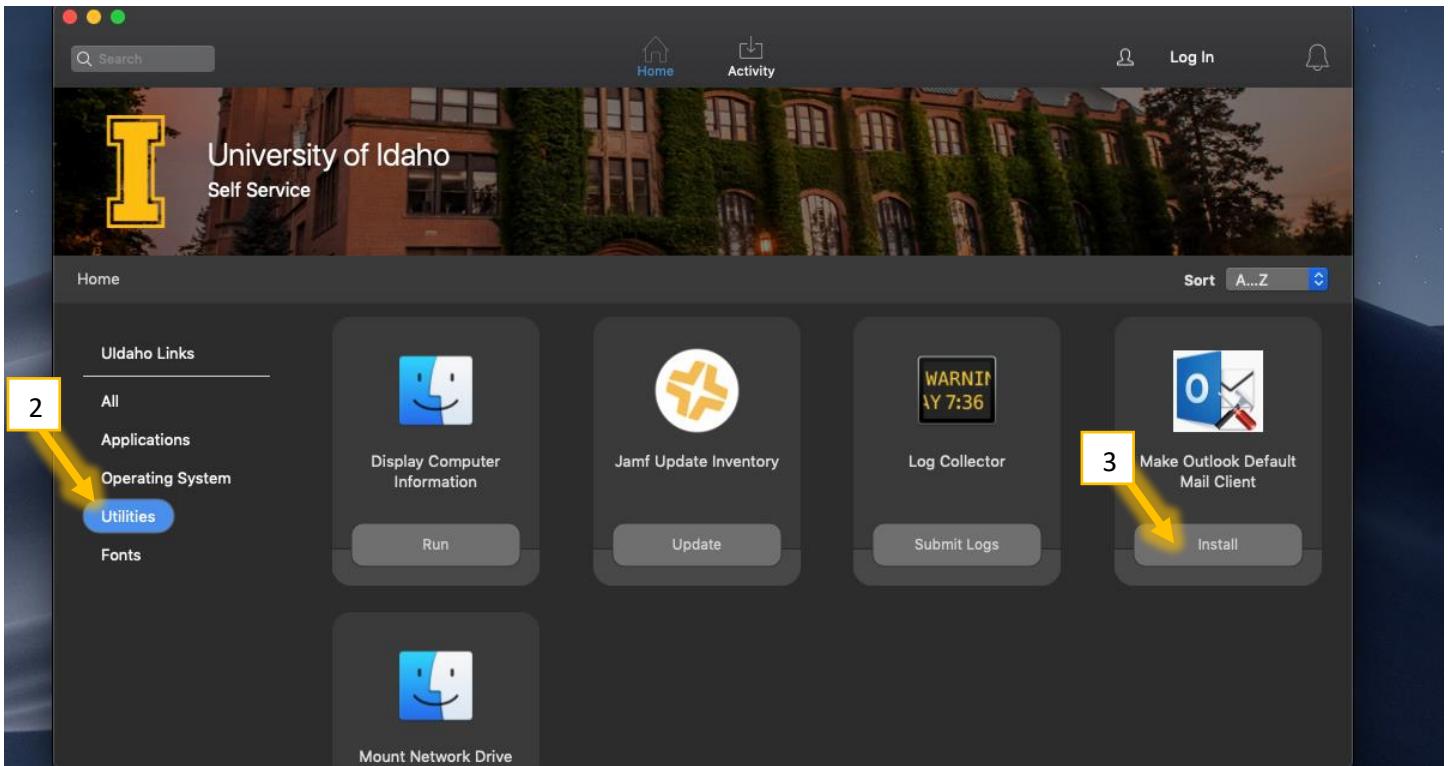


5. Result: Outlook displays as the default Email app. Click “x” in the upper right to close window.



B. Option B, for a Mac: To set the default Email app to Outlook:

1. Click the University of Idaho “I” icon in the dock. If it is not there, search for it in Spotlight. If it is still not found, please contact your TSP.
2. In the University of Idaho Self Service window, click “Utilities” at the left.
3. Click “Install” on the “Make Outlook Default Mail Client” at the right.

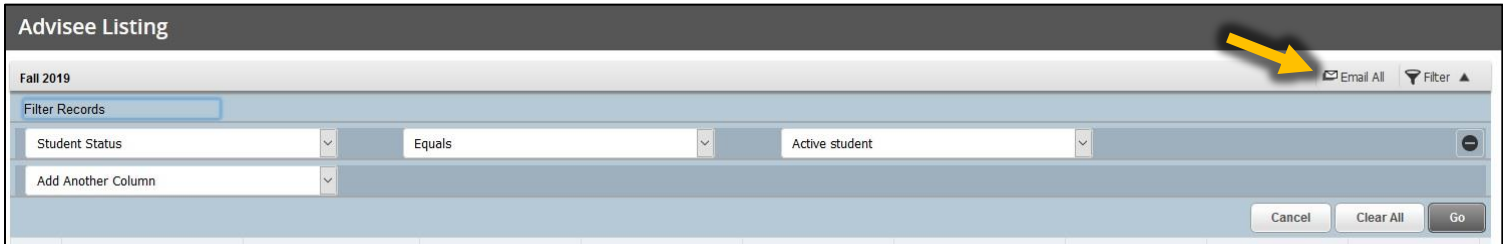


After your email is set up, you can send email from:

For **instructors**: VandalWeb – Faculty & Advisors – Class List:



For **advisors**: VandalWeb – Faculty & Advisors – Student Information – Student Profile – Advisee Listing:



Note: When emailing more than 70 students or advisees, use Firefox, not Chrome or Edge, for the browser.

If you see one of the following pop-ups, click “**Cancel**” or “**Quit**”, and then follow Option A (for a Windows PC) or Option B (for a Mac) above to set the default Email App on your computer.

