Sending Email to Course Lists via MyAberdeen

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Auto-generated course lists of student email addresses are available via the VLE. List memberships are based on course lists created in Student Records and feeding directly through to the VLE.

This fact sheet steps you through sending an email to a course list via MyAberdeen.

Separate guides are available for MyMBChB, MyBDS, MyPA and MyMedSci. These are contained within each respective MyVLE. Alternatively contact the Medi-CAL Unit for guidance – medi-cal@abdn.ac.uk.

1. Log into MyAberdeen using your University username and password.
2. On the Home Page, locate the Tools Panel and click Send Email.
3. Click on the Course or Organisation you want to send an email to.

4. Choose who to send email to. To send to the whole class, choose All Student Users.

Although you are sending your email to all students, each individual recipient will not see who the other recipients are.
5. Compose your email in the message area. Add a subject – your message will not be delivered without one – and attachments if appropriate.

⚠️ We would recommend against sending large attachments via email.

6. Click **Submit** to send the message.

   A message appears at the top of the page confirming that the message was sent. **Note:** The message is not a confirmation that any users received the message.

7. You will receive a copy of the message.

**Need help?**

If you have any queries or need help using MyAberdeen to send email to your class lists, please contact the eLearning team in the Centre for Academic Development.

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Email: elearning@abdn.ac.uk

Web: www.abdn.ac.uk/elearning