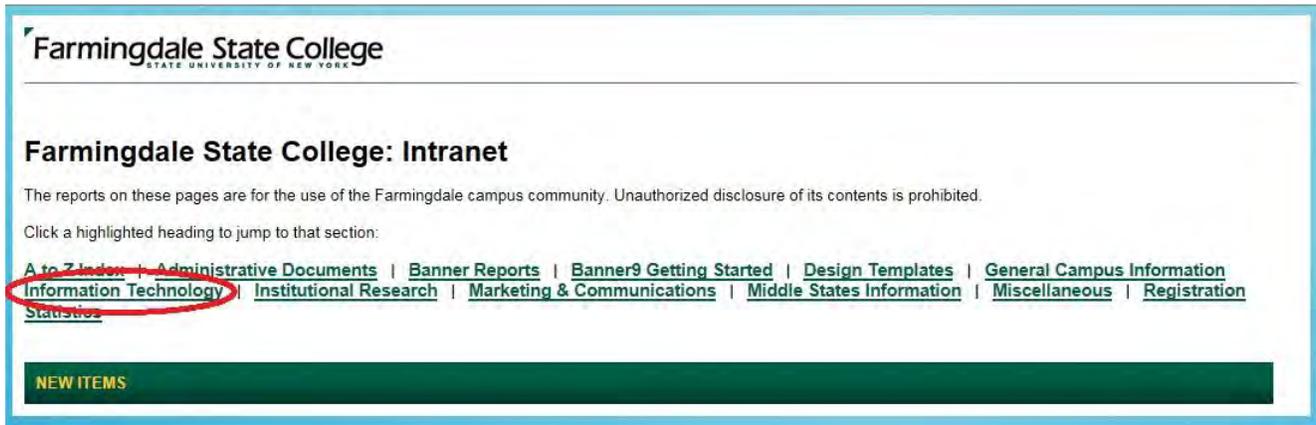# How to obtain your Student Email Addresses

To email your class from off campus, you can use Outlook 365 (www.farmingdale.edu/office365 or 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 https://intranet.farmingdale.edu
2. Sign in with your Farmingdale username/password
3. Click on "Information Technology" located in the top section (circled below)

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

5. You will need to select the Term, CRN and Farmingdale Email Accounts Only (screen shot below) and click Submit.

6. You will then need to copy and paste the list of email addresses into the "To:" field.
It would be a good idea to cc yourself so you know the class got the email.
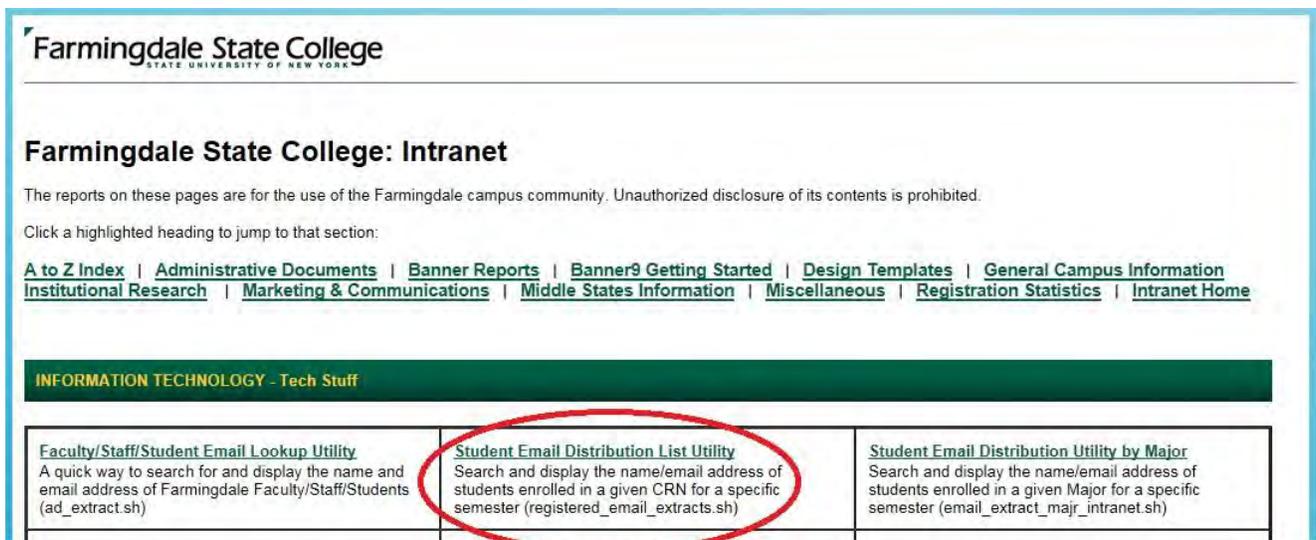
Farmingdale
State College

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 distibution 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 : Spring 2020 (202002) ▼

Enter CRN Number: ▢

Farmingdale Email Accounts Only ▼

Submit   Reset

You can e-mail questions/problems to Ira Melamed, Information Services