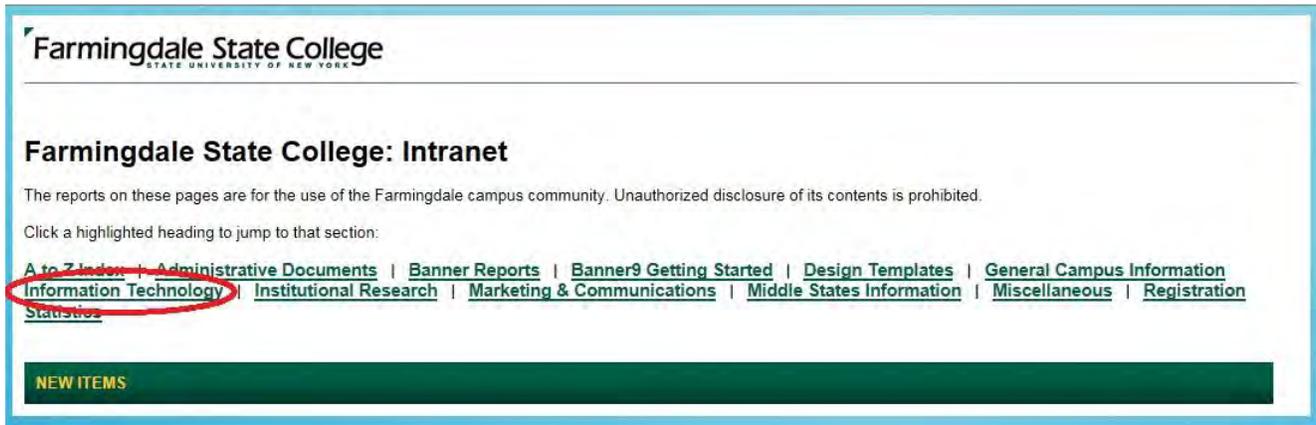


How to obtain your Student Email Addresses

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)



Farmingdale State College
STATE UNIVERSITY OF NEW YORK

Farmingdale State College: Intranet

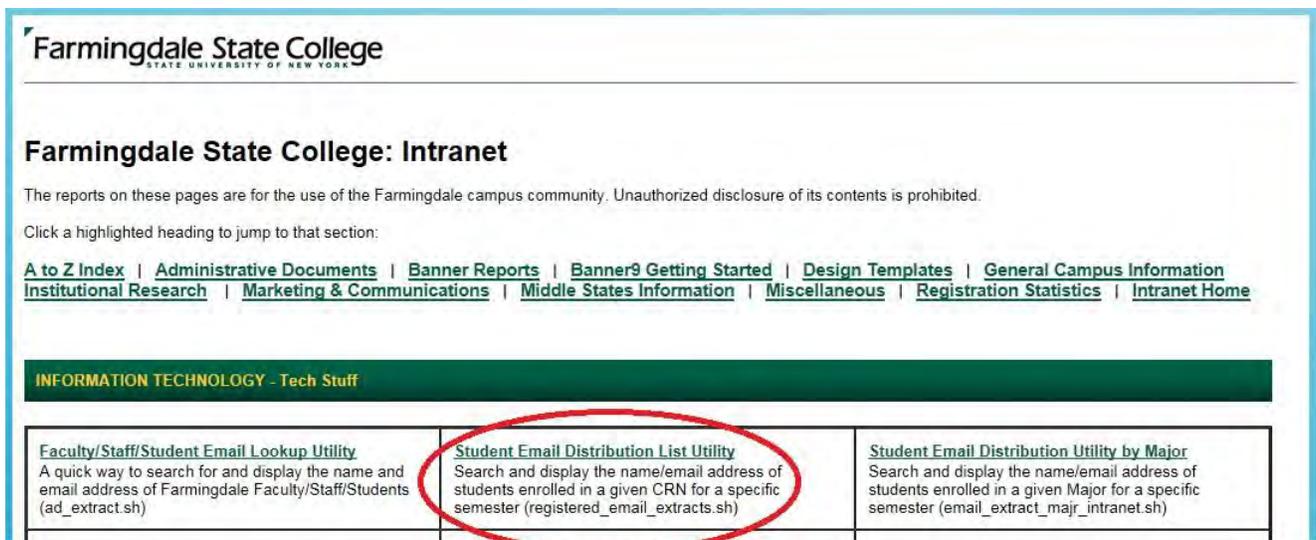
The reports on these pages are for the use of the Farmingdale campus community. Unauthorized disclosure of its contents is prohibited.

Click a highlighted heading to jump to that section:

[A to Z Index](#) | [Administrative Documents](#) | [Banner Reports](#) | [Banner9 Getting Started](#) | [Design Templates](#) | [General Campus Information](#)
[Information Technology](#) | [Institutional Research](#) | [Marketing & Communications](#) | [Middle States Information](#) | [Miscellaneous](#) | [Registration Statistics](#)

NEW ITEMS

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



Farmingdale State College
STATE UNIVERSITY OF NEW YORK

Farmingdale State College: Intranet

The reports on these pages are for the use of the Farmingdale campus community. Unauthorized disclosure of its contents is prohibited.

Click a highlighted heading to jump to that section:

[A to Z Index](#) | [Administrative Documents](#) | [Banner Reports](#) | [Banner9 Getting Started](#) | [Design Templates](#) | [General Campus Information](#)
[Institutional Research](#) | [Marketing & Communications](#) | [Middle States Information](#) | [Miscellaneous](#) | [Registration Statistics](#) | [Intranet Home](#)

INFORMATION TECHNOLOGY - Tech Stuff

Faculty/Staff/Student Email Lookup Utility A quick way to search for and display the name and email address of Farmingdale Faculty/Staff/Students (ad_extract.sh)	Student Email Distribution List Utility Search and display the name/email address of students enrolled in a given CRN for a specific semester (registered_email_extracts.sh)	Student Email Distribution Utility by Major Search and display the name/email address of students enrolled in a given Major for a specific semester (email_extract_majr_intranet.sh)
--	--	---

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 distribution 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 :

Enter CRN Number:

You can e-mail questions/problems to [Ira Melamed, Information Services](#)