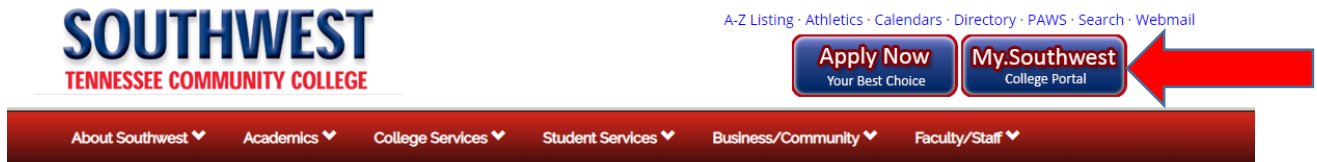
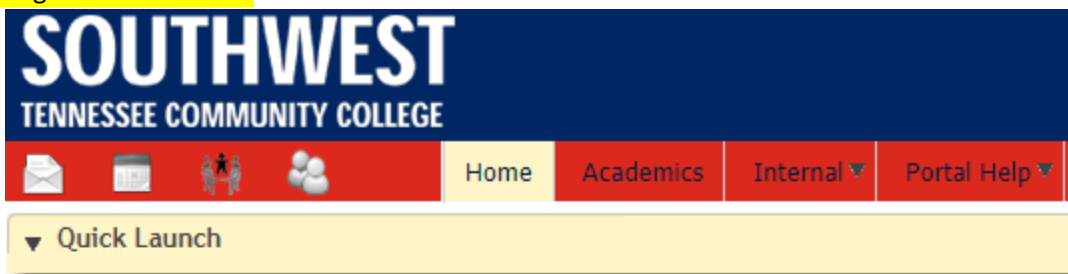


How to email your entire class:

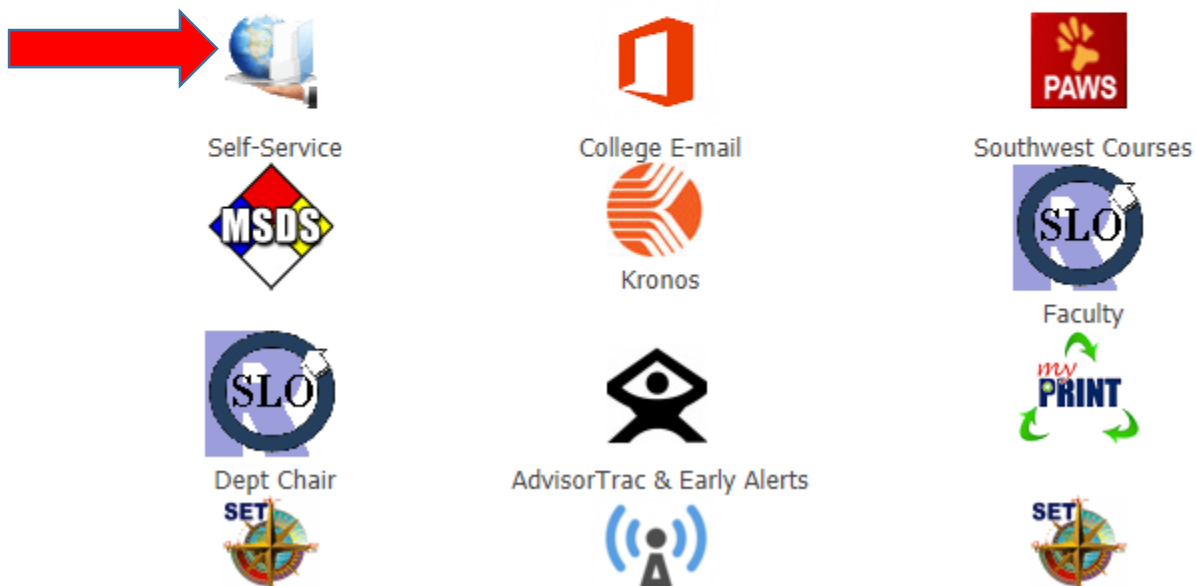
1. Go to www.southwest.tn.edu
2. Click on My.Southwest Portal:



3. Log into Self-Service:



The following is a list of applications to help you interact with the college. Any application that requires you to log in will be done automatically when you click the link. After logging out of the portal or any browser application close down the browser window to ensure the session is no longer active.



4. Select Faculty and Advisors

Main Menu



[Personal Information](#)

Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

[Faculty and Advisors](#)

Enter Grades and Registration Overrides, View Class Lists and Student Information

[Employee](#)

Time sheets, time off, benefits, leave or job data, paystubs, and W4 data.

[Events](#)

Banner 9 Events

[My Action Items](#)

Action Items Processing

RELEASE: 8.8.3

5. Select Summary Class List

Faculty and Advisors

[Student Information Menu](#)

[Term Selection](#)

[CRN Selection](#)

[Faculty Detail Schedule](#)

[Week at a Glance](#)

[Detail Class List](#)



[Summary Class List](#)

[Academic Progress Report \(Mid-Term Grade\)](#)

[Final Grades](#)

[Look Up Classes](#)

[Active Assignments](#)

[Assignment History](#)

[Class Schedule](#)

[Course Catalog](#)

[Syllabus Information](#)

[Office Hours](#)

[Attendance Reporting](#)

[Registration Reinstatement Authorization](#)

RELEASE: 8.8.3

6. Select the term of the class and click submit

Select Term

Select a Term:

RELEASE: 8.7.1

7. Select the CRN of the class you wish to email. You may have to use the dropdown menu to see a different class if you are teaching more than one. Click submit when you have the class you wish to email.

Select a CRN

CRN:

8. Scroll down to the bottom of the page and click "display email list"

13	0	Mason, Felicia A.	01422825	Web registered	Undergraduate	3.000
14	0	Newsom, Charlene	01009019	Web registered	Undergraduate	3.000
15	0	Pleasants, Hailey R.	01704946	Web registered	Undergraduate	3.000
16	0	Rogers, Rayvon	01733476	Web registered	Undergraduate	3.000
17	0	Ruff, Samantha K.	01731217	Web registered	Undergraduate	3.000
18	0	Singleton, Karen L.	01402045	Web registered	Undergraduate	3.000
19	0	Smyth-Chanas, Morgan M.	01734600	Web registered	Undergraduate	3.000
20	0	Thomas, Sharonica A.	01581780	Web registered	Undergraduate	3.000
21	0	Townsend, Kevin D.	01508084	Web registered	Undergraduate	3.000
22	0	Turner, Philemon	01709511	Web registered	Undergraduate	3.000
23	0	Voyles, Cody D.	01623787	Web registered	Undergraduate	3.000
24	0	Yarbro, Logan	01740353	Web registered	Undergraduate	3.000

[Return to Previous](#)

9. Scroll down to the bottom of the page again, to discover the email box. Highlight all of the information in the box and copy it into the BCC line of an email.

Class List Email Listing

tbeasley7@southwest.tn.edu;alrogers@southwest.tn.edu;atblair@southwest.tn.edu;mbr
own93@southwest.tn.edu;trcannady@southwest.tn.edu;ledwards16@southwest.tn.edu;
jhall39@southwest.tn.edu;mbhall1@southwest.tn.edu;ahill39@southwest.tn.edu;kjhines
@southwest.tn.edu;jchoward2@southwest.tn.edu;cjohnson167@southwest.tn.edu;fama
son@southwest.tn.edu;cdnewsom@southwest.tn.edu;hrpleasants1@southwest.tn.edu;rr
ogers12@southwest.tn.edu;skruff@southwest.tn.edu;klsingleton@southwest.tn.edu;ms
mythchana@southwest.tn.edu;sathomas3@southwest.tn.edu;kdtownsend1@southwest.
tn.edu;pturner4@southwest.tn.edu;cvoyles@southwest.tn.edu;lyarbro1@southwest.tn.e
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