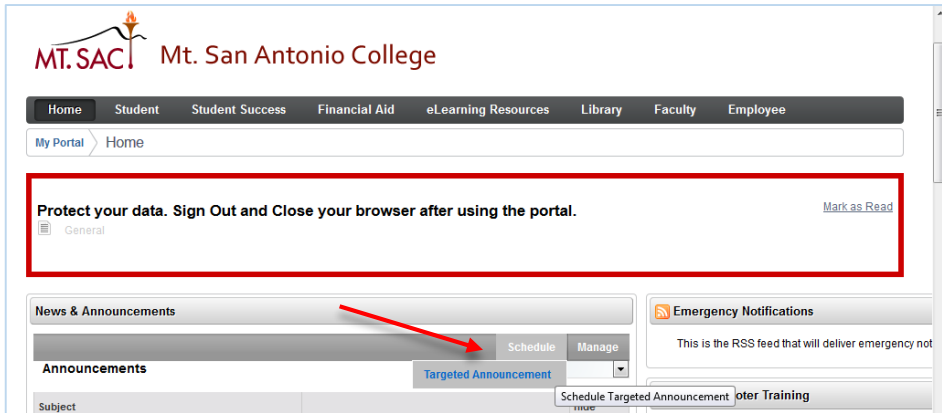


Emailing Students through the Mt. SAC Portal

The News and Announcements portlet can be used to post announcements and send emails to students. These are the steps:


1. Login to the [Mt. SAC portal](http://inside.mtsac.edu) (inside.mtsac.edu).
2. Under the **Home** tab, locate the “News and Announcements” portlet and click on **Schedule** to select **Targeted Announcement**.




3. Check the **E-mail box** next to “Additional Delivery.”
4. Enter **your own** Mt. SAC email address in the “Reply to Address” field.
5. Enter **your name** in the “Reply to Name” field.
6. Enter the subject and announcement/email message.


(Note: * = Required)

7. Enter a start date and time by clicking the calendar icon.
8. Enter expiration date and time by clicking the calendar icon. (This only expire the announcement not the email.)
9. Select the course(s) you wish to send announcement/email from the Available Sites (left-side) and click **Add**. You can remove a course(s) by selecting it and then clicking Remove.
10. Click **Preview**.
11. Click **Schedule** to complete.

Start Date * Feb 10, 2016 4:42 pm 

Expiration Date * Mar 03, 2016 4:40 pm 

Available Sites

Quick Filter 

Send to Site *

Assigned Sites

All members of the following Site(s) will be receiving the announcement.

Evelyn

Add >> << Remove

Cancel Preview

(**Please limit total amount of recipients to 200 or less.)

Delivery via E-Mail yes

Reply To Address <eojeda@mtsac.edu>

Sent By Evelyn Ojeda

Start Date 2/10/2016, 4:42:00 PM



Expiration Date 3/3/2016, 4:40:00 PM

Target Sites Evelyn

Cancel Edit Schedule

To delete an announcement click on **Manage in the “News and Announcements” portlet. Find the announcement and click **Delete** then **Archive** to complete deletion.

Manage Announcements

Filter  All 

Sent By	Subject	Feed	Delivery Date	Expiration Date	Status	E-mail	Delete	Edit/Reschedule
Ojeda, Evelyn	Course Final Information	Personal	February 18, 2016	February 19, 2016	Active	no	Archive Cancel	