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 (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.

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

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