

Instructor primer for

Class Mail

What is ClassMail?

ClassMail allows easier instructors and TAs to send emails to entire classes via a single address.

Instructors can customize, combine, and manage their lists through ClassMail Manager.

Where is ClassMail?

ClassMail is on the EEE website:
<https://eee.uci.edu/>

To access Class Mail Manager, login to EEE and click "Class Mail Manager" link under your class on your MyEEE page.

Or, click the "ToolBox" link in the upper-left of any EEE page, then click the "Class Mail Manager" link under "Communication."

More Info

Step-by-Step Instructions
<https://eee.uci.edu/help/maillist>

EEE Support
Web: <https://eee.uci.edu/contact/>
Email: eee@uci.edu
Phone: (949) 824-2222

Basic Instructions

Send mail:

1. Use your UCI email address to send email to the class mail list address – Check ClassMail Manager for your lists' addresses.

Customize addresses:

1. In Class Mail Manager, go under the "List Settings" tab.
2. Click "Manage List" by the mail list.
3. Click "Custom mail list address" and choose a simple name for the class mail list.
2. Click Update.