# OLLI at Duke – Sending Email via the Instructor Portal 9/12/22

Begin by logging in to the instructor portal on https://learnmore.duke.edu. Click on "Courses" in the left column. Then click on the course number (e.g., 2795-009) listed to the left of the course title, shown circled in **red** the example below.

You'll see the class list on the next screen. Scroll to the bottom of the list and click on the "Email All" button, highlighted in **red** in the example below.

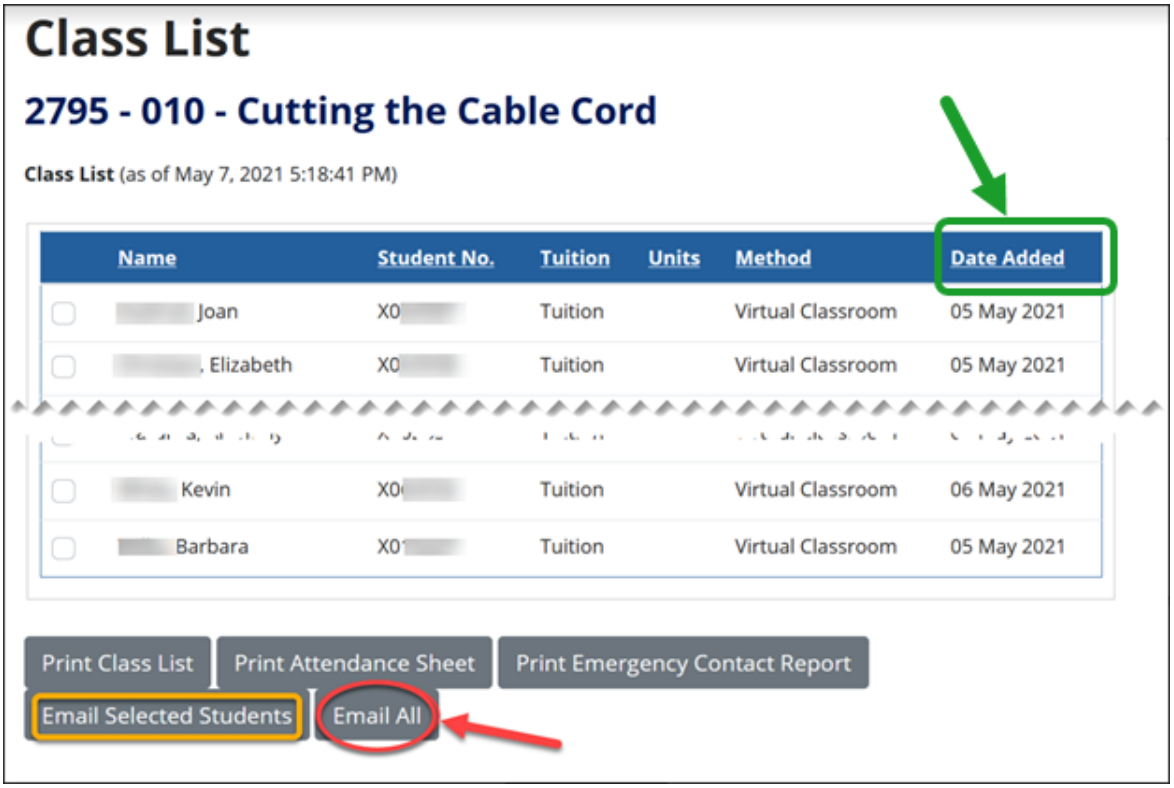


Figure 1 - Class List

On the next screen you'll compose and send an email.

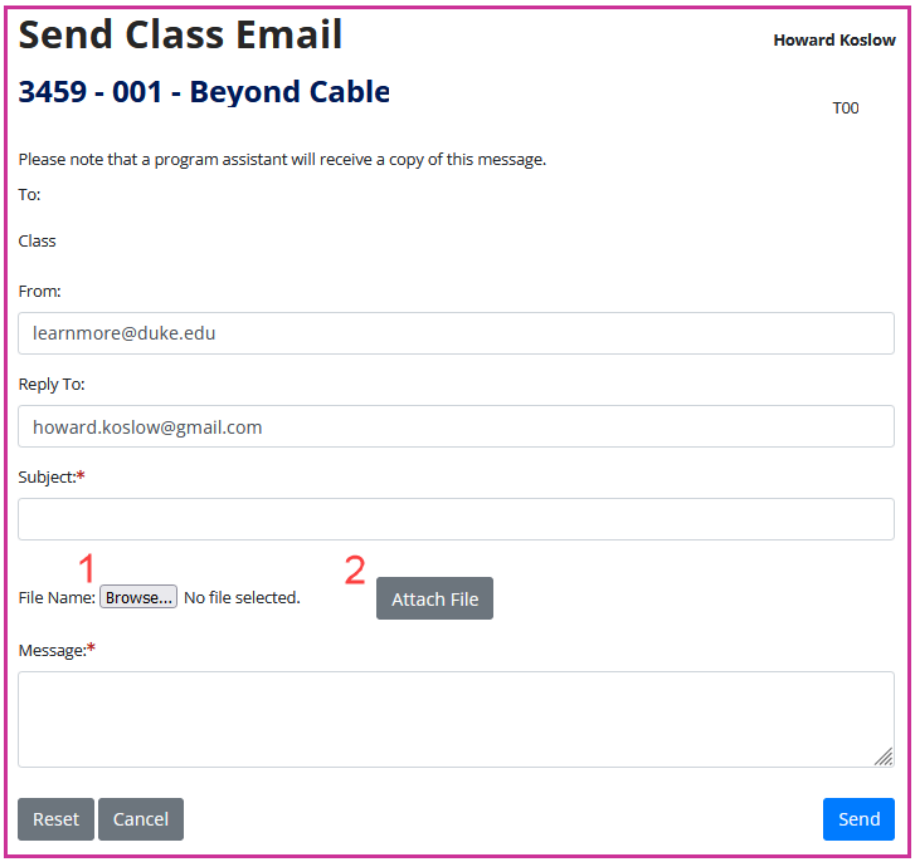


**Figure 2 - Compose email**

- It's a bare-bones email editor, with no text formatting (bold, italics, etc.) supported. When finished composing the email, press the blue "Send" button. You'll receive a copy in your email inbox, too.

- If your email contains website links, be sure to include the "https://" prefix, e.g., "https://olliatduke.online/instructors".

- You can include an attachment; we recommend using PDFs (rather than Word documents). Limit the aggregate size of all attachments to 10 MB. To attach a file, first click on the "Browse…" button (**1** above) and select a file. Then click the "Attach File" button (**2** above) to attach it. You can repeat these steps to attach multiple files.

- When you send emails to students, especially before your first class, make note of the date. Some students may register late, and you'll want to send them any emails they missed. The date students registered appears in the "Date Added" column (rightmost column of the class list, circled in **green** in Figure 1). ***Tip:*** You can sort that column by clicking on the header ("Date Added"), to easily find students added most recently. Selectively email just those students by checking the box by each student name, and then pressing the "**Email Selected Students**" button.