

Email students from Grad Education  
In Vitnet under Faculty locate Roster with Pictures link

WebAdvisor for Faculty

https://clgwa.exchange.viterbo.edu/WebAdvisor/WebAdvisor?TOKENIDX=7807814020&type=M&const

**VitNet**

LOG OUT | MAIN MENU | FACULTY MENU

FACULTY - WEBADVISOR FOR FACULTY MENU

Welcome Rhonda Rabbit

**Personal Profile**

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- [Leave Plan Summary](#)

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- [Advisees](#)
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- [My Class Schedule](#)
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Disclosure Statement - By proceeding beyond this page you acknowledge the following: All information provided to you via the VitNet system is confidential information. You understand that by the virtue of your employment as an instructor at Viterbo University, you may have access to records which contain individually identifiable information, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974. You acknowledge that your intentional disclosure of this information to any unauthorized person could subject you to criminal and civil penalties imposed by law. You further acknowledge that such disclosure also violates Viterbo University's policy and could constitute just cause for disciplinary action.

LOG OUT | MAIN MENU | FACULTY MENU

Log in with your network login and password

Authentication Required

Enter username and password for https://clgreports.exchange.viterbo.edu


User Name:

Password:

OK Cancel

## Email students from Grad Education


Input Term and Course and click View Report. Then click the Export button and export to excel. Only those courses that you teach or are instructor for will you be able to view in this report.

Photo	Last Name	First Name	Home Phone	Cell Phone	Primary Email
	Bakke	Nicholas	507-273-2563	507-273-2563	<a href="mailto:nickbakke@gmail.com">nickbakke@gmail.com</a>
	Blomquist	Kristina	920-296-0692	920-296-0692	<a href="mailto:kblomquist@gmail.com">kblomquist@gmail.com</a>

Click Open with Excel, OK

Opening Roster.xlsx

You have chosen to open:

 **Roster.xlsx**

which is: Microsoft Excel Workbook  
from: <https://clgreports.exchange.viterbo.edu>

What should Firefox do with this file?

Open with: Microsoft Excel (default)

Save File

Do this automatically for files like this from now on.

OK Cancel

Email students from Grad Education

Highlight all of the emails column, right mouse click Copy. For Offcampus M Term Graduate Education courses this email will be a primary email. These students do not get a viterbo email.

Faculty Logged in: rmrabbitt

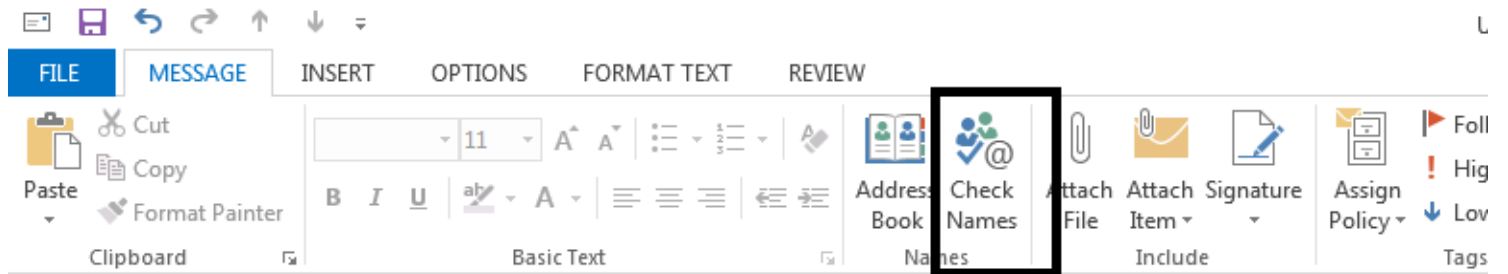
ne	First Name	Home Phone	Cell Phone	Primary Email
	Nicholas	507-273-2563	507-273-2563	<a href="mailto:nickbakke@gmail.com">nickbakke@gmail.com</a>
	Kristina	920-296-0692	920-296-0692	<a href="mailto:kiblomquist@gmail.com">kiblomquist@gmail.com</a>
	Brad	608-526-4766	715-379-5782	<a href="mailto:bryanbb@centurytel.net">bryanbb@centurytel.net</a>
	Carrie	715-338-0848		<a href="mailto:cbusse@spartan.org">cbusse@spartan.org</a>
	Alyssa	608-519-1575	608-386-1306	<a href="mailto:alyssaharlan@hotmail.com">alyssaharlan@hotmail.com</a>
g	Kelli	608-498-3603	608-498-3603	<a href="mailto:andersenkelli@gmail.com">andersenkelli@gmail.com</a>

Open outlook and create a new email. Click in the To... , right mouse click Paste.

**Mary Mormann**  
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[mbmormann@viterbo.edu](mailto:mbmormann@viterbo.edu)

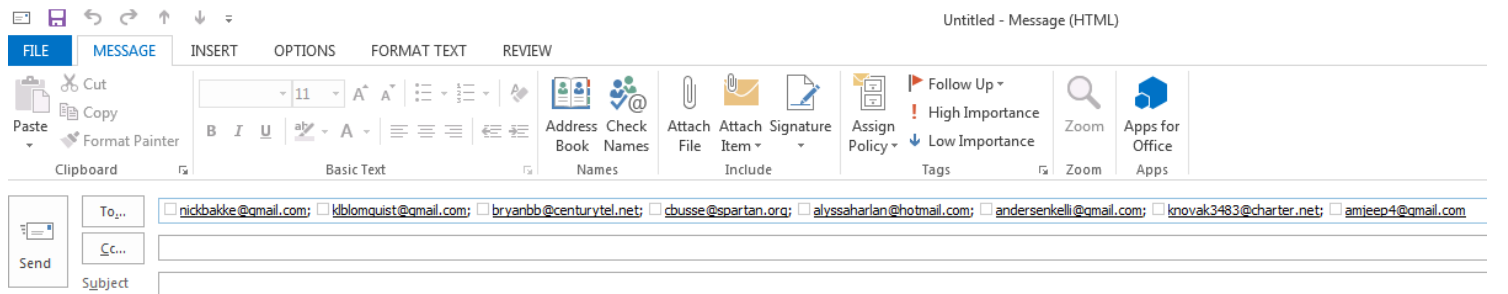
Then click the check Names button.

## Email students from Grad Education



The screenshot shows the Microsoft Word ribbon with the 'MESSAGE' tab selected. The 'Check Names' button, located in the 'Address Book Names' group, is highlighted with a black rectangular box. Other visible buttons include 'Address Book Names', 'Attach File', 'Attach Item', 'Signature', and 'Assign Policy'. The ribbon also shows 'FILE', 'INSERT', 'OPTIONS', 'FORMAT TEXT', and 'REVIEW' tabs. Below the ribbon, the 'To...' field contains the following email addresses: nickbakke@gmail.com, kblomquist@gmail.com, bryanbb@centurytel.net, and cbusse@spartan.org. The 'Cc...' and 'Subject' fields are empty.

Now you can send everyone in the class an email.



The screenshot shows the Microsoft Word ribbon with the 'MESSAGE' tab selected. The 'Check Names' button, located in the 'Address Book Names' group, is highlighted with a black rectangular box. Other visible buttons include 'Address Book Names', 'Attach File', 'Attach Item', 'Signature', 'Assign Policy', 'Follow Up', 'High Importance', 'Low Importance', 'Zoom', and 'Apps for Office'. The ribbon also shows 'FILE', 'INSERT', 'OPTIONS', 'FORMAT TEXT', and 'REVIEW' tabs. Below the ribbon, the 'To...' field contains the following email addresses: nickbakke@gmail.com; kblomquist@gmail.com; bryanbb@centurytel.net; cbusse@spartan.org; alyssaharian@hotmail.com; andersenkelli@gmail.com; knovak3483@charter.net; amieep4@gmail.com. The 'Cc...' and 'Subject' fields are empty.

**Mary Mormann**