

Set Windows to Email Students

for use with **Class List** and **Advisee List** pages in **VandalWeb**

Each term, before emailing students from **VandalWeb**, check your default email application. Pop-ups like these, indicate no default is set. **Cancel** or **Quit**, then set the computer's default.

Choose which account to send the email from

Cancel

Choose a Mail account provider...

- iCloud
- Exchange
- Google
- YAHOO!
- Aol.
- Other Mail Account...

Quit Continue

Follow these steps to set **Outlook** as your default email application:

1 Type "default" in Windows' search bar.

2 Click the **Default apps** result on the right side.

In the Default apps window, click **Mail (3)**, then click **Outlook (4)**.

3

4

Outlook now displays as the default Email app. Click **X** in the upper right to close.

Default apps

Choose default apps

Email

Outlook

After setting a default email application:

Class List Wait List

Summary Class List

Instructors can send email from *VandalWeb – Faculty & Advisors – Class List*

Summary View

Search (Alt+Y)

Advisee Listing

Fall 2019

Filter Records

Student Status Equals Active student

Add Another Column

Advisors can email students from *VandalWeb – Faculty & Advisors – Student Profile – View My Advisee Listing*

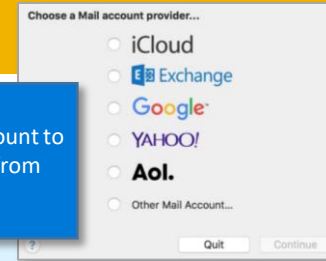
Email All Filter

Cancel Clear All Go

Set Your Mac to Email Students

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Choose which account to send the email from
Cancel

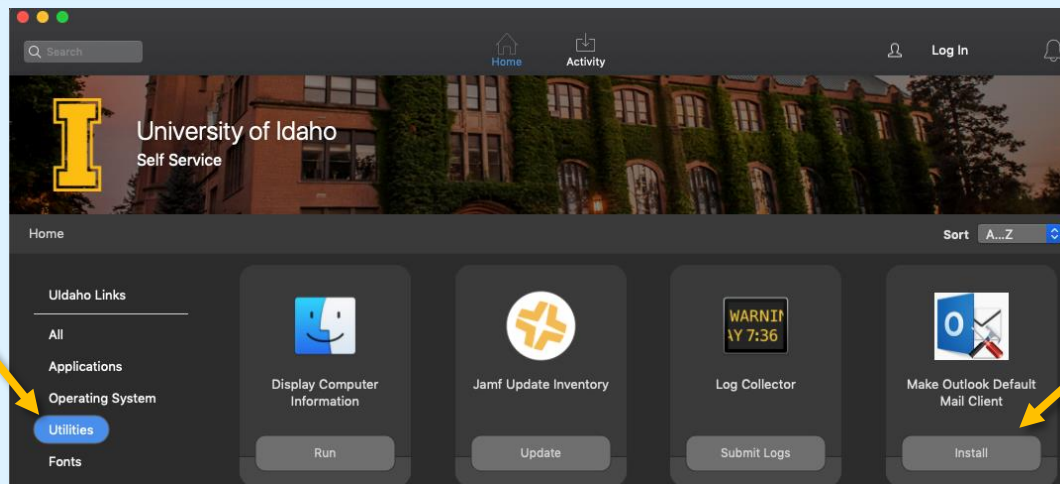
Follow these steps to set **Outlook** as your default email application:

1 Click the University of Idaho icon **I** in the dock. If it is not there, search Spotlight. If it is still not found, please contact your TSP.



In the University of Idaho Self Service window, click **Utilities** at the left.

2



3

Click **Install** on the **Make Outlook Default Mail Client** at the right.

After setting a default email application:

