Setup Steps for Emailing Students for use with Class List and Advisee List pages in VandalWeb

Before using the “Email” feature from the Class List page, set your default email using Option A or B below.

AND:
Before using “Email All” from the Advisee Listing in Student Profile, set your default email using Option A or B below.

Note: When emailing more than 70 students or advisees, use Firefox, not Chrome or Edge, for the browser.

If you see one of the following pop-ups, click “Cancel” or “Quit”, and then follow Option A (for a Windows PC) or Option B (for a Mac) below to set the default Email App on your computer. This is a one-time setup.
A. **Option A, for a Windows PC:** Set the default Email app to Outlook:
   1. Type “default” in the search bar.
   2. Click the “Default apps” result on the right side.

   ![Default apps window](image)

   In the Default apps window:
   3. Click “Mail”.
   4. Click “Outlook”.

   ![Default apps selection](image)

   5. Result: Outlook displays as the default Email app. Click “x” in the upper right to close window.
B. **Option B, for a Mac:** Set the default Email app to Outlook:

1. Click the University of Idaho “I” icon in the dock. If it is not there, search for it in Spotlight. If it is still not found, please contact your TSP.
2. In the University of Idaho Self Service window, click “Utilities” at the left.
3. Click “Install” on the “Make Outlook Default Mail Client” at the right.