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.

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.
3. In the Default apps window, click Mail (3), then click Outlook (4).
4. Outlook now displays as the default Email app. Click X in the upper right to close.

After setting a default email application:

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

Advisors can email students from VandalWeb – Faculty & Advisors – Student Profile – View My Advisee Listing.
Set Your Mac 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.

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

1. Click the University of Idaho icon 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. Click Install on the Make Outlook Default Mail Client at the right.

After setting a default email application:

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

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