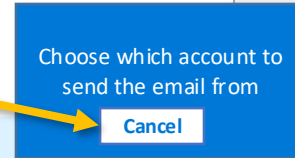


# Set Windows to Email Students

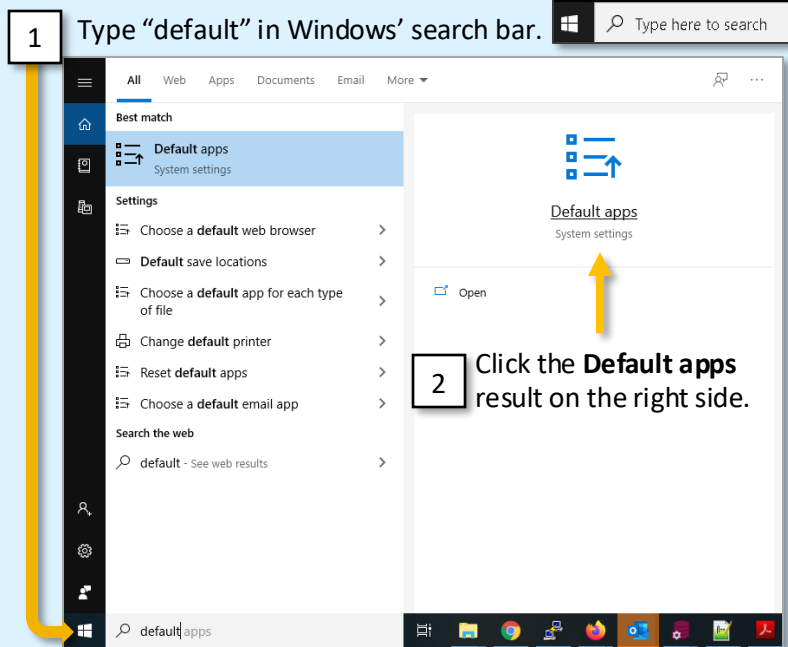
for use with **Class List** and **Advisee List** pages in MyUI

Each term, before emailing students from **MyUI**, check your default email application.

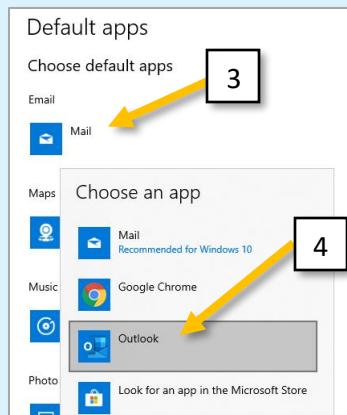
Pop-ups like these, indicate no default is set. **Cancel** or **Quit**, then set the computer's default.



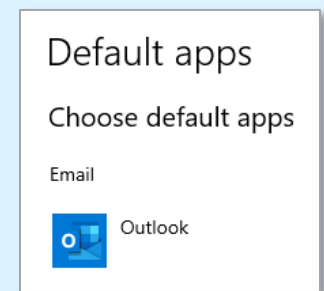
Follow these steps to set **Outlook** as your default email application:



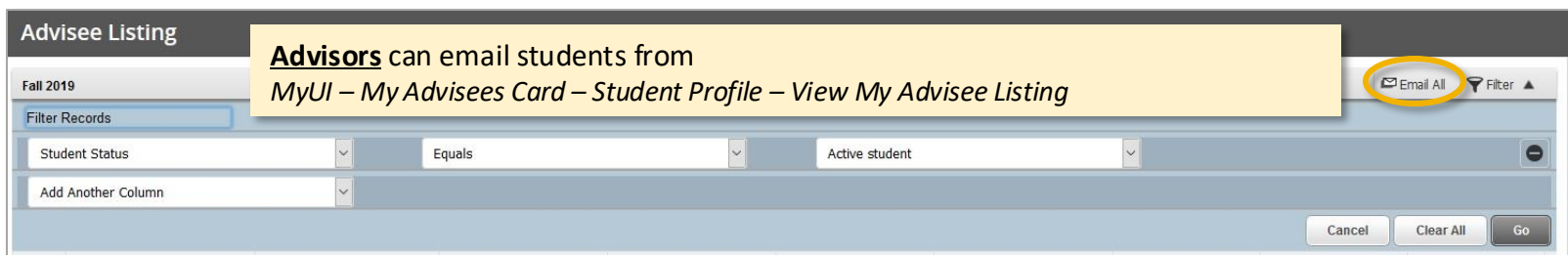
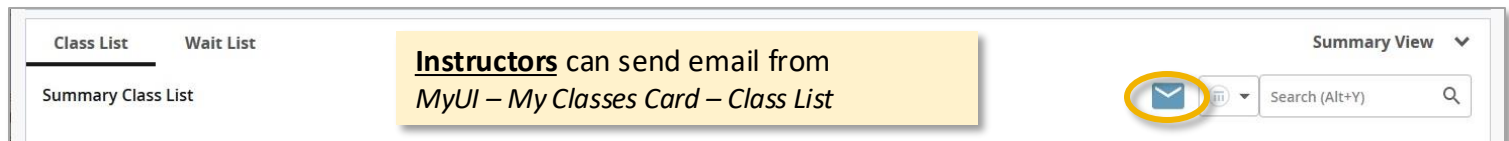
In the Default apps window, click **Mail (3)**, then click **Outlook (4)**.



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



After setting a default email application:



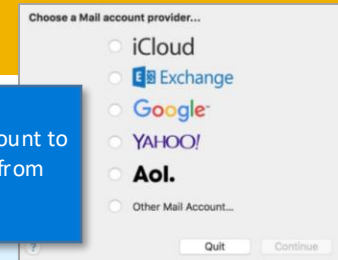
# Set Your Mac to Email Students

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

Each term, before emailing students from **MyUI**, 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**



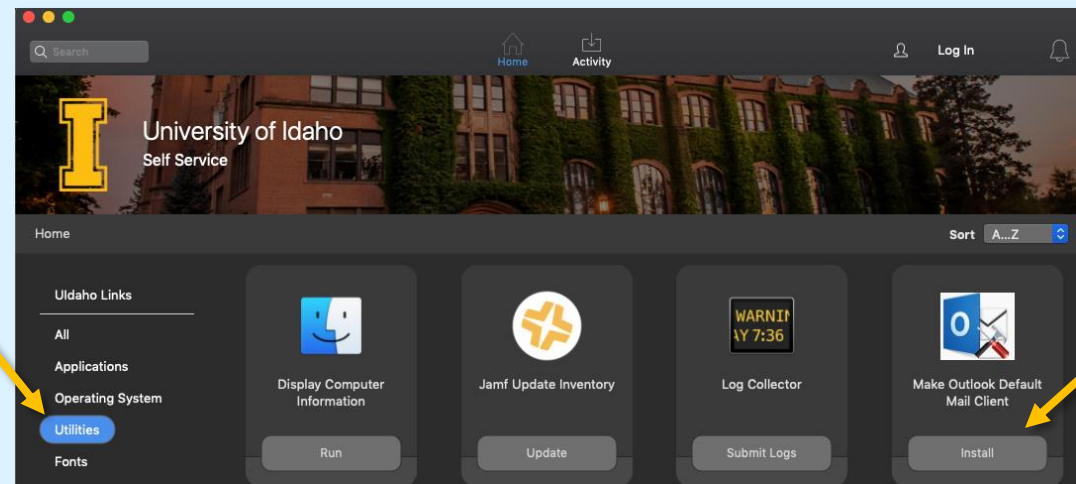
**Follow these steps** to set **Outlook** as your default email application:

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:

