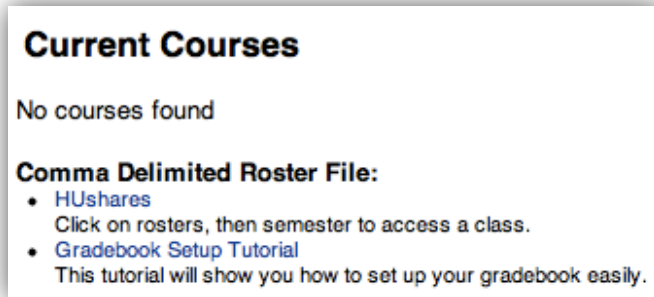


# How to Email Students

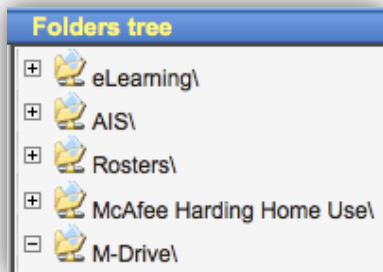
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This tutorial will show you how to email students outside of Moodle.

1. Go to Pipeline and click on the **Faculty** tab.
2. In the *Current Courses* block, click on **HUshares** under *Comma Delimited Roster File*.



3. Log in with your Harding username and password.
4. On the left, click on **Rosters\**.



5. Click on **SPRING2011**, then click on **FULLTERM**.
6. Click on your subject. After finding your course, click on **Get**.
7. The file will originally open in a .txt format. If you have an option to change the file format, choose Excel for better visibility. Once downloaded in Windows, right click on the file and click on **Open with**. On a Mac, append .xls as the extension.
8. To get the email addresses into your email, copy the email addresses from the document and paste it in the *To:* field.