## Step 1: Set Google Chrome as your default Email app.

a) Go to start menu and type Default apps



- b) Click on Default apps
- c) Click on the app icon under Email and change it to Google Chrome if it is not set to default. Your screen should look like below.





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## Step 2: Allow mail.google.com to open all email links.

- a. Open Google Chrome
- b. Type chrome://settings/handlers in URL section like below
  - $\leftarrow \rightarrow$  C  $\triangle$  (Shrome | chrome://settings/handlers
- c. If mail.google.com is listed under "Not allowed to handle protocols" like below, click on X to remove it.



- d. Using Google Chrome, go to g.ramapo.edu and login to your Ramapo Gmail Account
- e. You will see the following icon (circled in red) on top right of your browser tab. If you don't see this icon, you can skip step e and f.



f. Click on the button and Click Allow and Done(see Below)

Allo link	X II email		
0	Allow		
0	Deny		
0	Ignore		
N	Aanage	Done	

- g. Go to Faculty Advisors Menu and Click on Detail Schedule
- h. Select the Term and CRN (class) you would like to email
- i. Under Roster, you will find Classlist text. Click on Classlist and you will see all students in that class.
- j. Select all the students using by checking the checkbox on the left on Student Name (see red circle labelled 1 below) and click on email/envelope icon on the top left part of the list (see red circle labelled 2 below).

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Class List										$\square$ Export	🖨 Print	
Fall 2022 - 202240 MATH 562   41429 💙												
← Course Information				Enrollment Counts								
APPLIED LINEAR ALGEBRA - MATH 562 01 CRN: 41429 Duration: 08/31/2022 - 12/20/2022 Status: Active				Enrollment Wait List Cross List	Maximum 25 0 0	Actual 11 0 0	Remaining 14 0 0	2				
Class List Wait List Summary Class List								Summary V Search (Alt+Y)	fiew 🗸			
Student Name	ID \$	Registration Status	Level	\$ C	redit Hours	0 Mid	term	0 Fi	nal 🗘	Class	\$	

k. After you click on the email icon, Gmail will launch with all students' emails populated. You can send email to all students now.