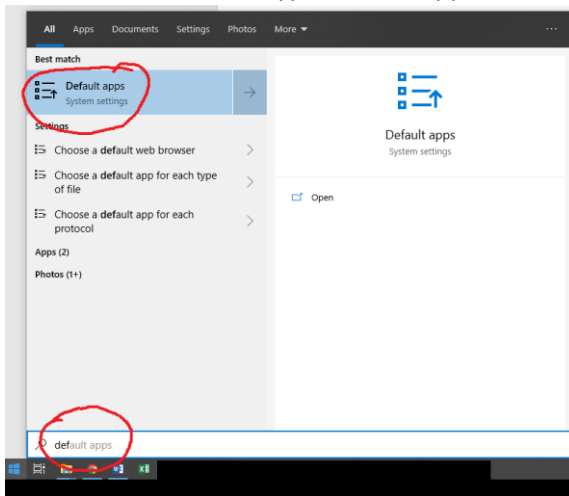


## Step 1: Set Google Chrome as your default Email app.

- 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.

### Default apps

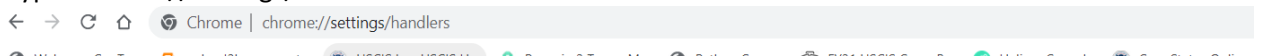
Choose default apps

Email

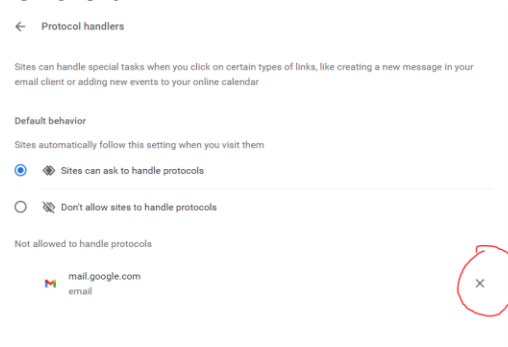


## Step 2: Allow mail.google.com to open all email links.

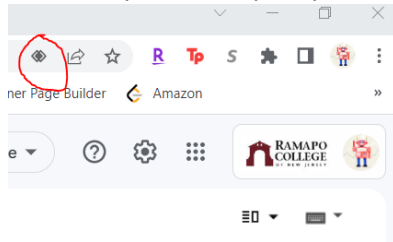
- a. Open Google Chrome  
b. Type chrome://settings/handlers in URL section like below



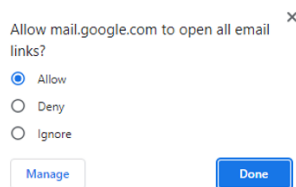
- c. If mail.google.com is listed under "Not allowed to handle protocols" like below, click on X to remove it.



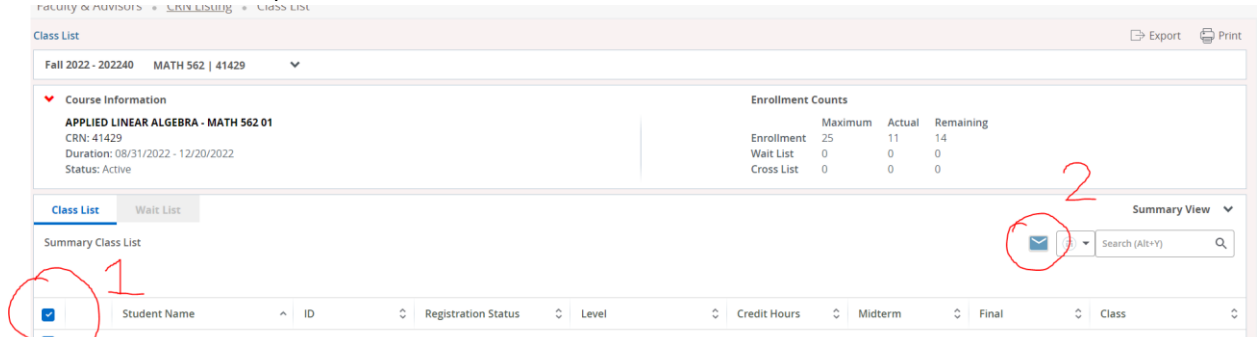
- d. Using Google Chrome, go to g.ramapo.edu and login to your Ramapo Gmail Account
- e. You will see the following icon (circled in red) on top right of your browser tab. If you don't see this icon, you can skip step e and f.



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



- 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).



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