

## **Email All Students via the Online Course Roster**

You can use the online course rosters to email all the students who are registered for a specific course.

### ***Access the Online Course Roster***

To use the online course rosters to email all students, perform the following steps:

1. From your web browser, go the ESTHER at <http://esther.rice.edu>.
2. Click **Login to ESTHER**.
3. Enter your **User ID** (Employee ID number) and **PIN**.
4. Click **Login**.
5. Click the **Faculty Services** tab.
6. Click **Course Roster**.
7. From the **Course Roster Menu**, **Select a Term** from the drop-down menu.
8. Click **Submit**.
9. Locate the course from the list of available rosters.
10. If your roster is not listed, Debra Roberts, Assistant Registrar, via email at [debra.j.roberts@rice.edu](mailto:debra.j.roberts@rice.edu) to obtain access.

### ***Obtain Email Addresses for All Students***

1. In the **Roster Option** column, click **Download**.
2. From the **File Download** window, click **Open**.
3. From the Microsoft Excel spreadsheet, scroll to the right-hand side of the spreadsheet to access the **Email** column.
4. Click on the cell that contains the first email address and use your mouse to select all listed email addresses.
5. Select **Edit => Copy**.
6. Go to your email client (Microsoft Outlook, Mozilla Thunderbird, Web Mail, etc.) and create a new message.
7. In the **To...** address field, select **Edit => Paste**.
8. In the copy field, type [registrar@rice.edu](mailto:registrar@rice.edu) to the Office of the Registrar's academic scheduling team of the change.
9. Please advise the students of the change to the course and provide any information regarding a replacement course if necessary.

If you have any questions or need assistance, please contact Debra Roberts, Assistant Registrar, via email at [debra.j.roberts@rice.edu](mailto:debra.j.roberts@rice.edu).