Roster Email

Sending email to all students on your roster.

NOTE: *It is recommended to have Outlook email installed before going through the below steps.*

1) Login to **MyOTC** with your **OTC username and password**:

2) Select **Faculty** at the bottom of the main page:

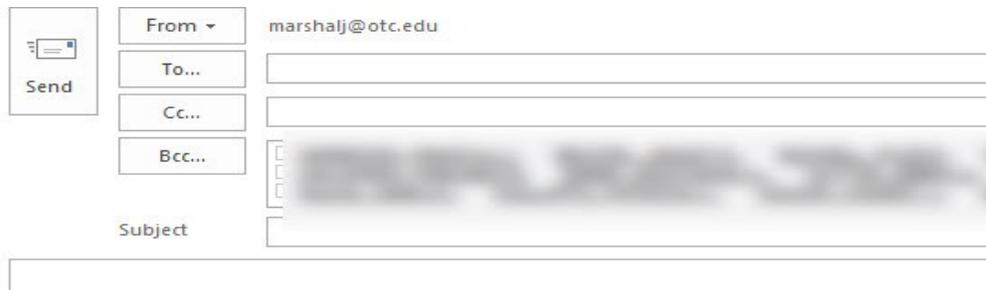3) Locate the appropriate **semester** and click on the **course section**:

4) Choose **Email All** to send an email to all students on the roster for the chosen course and section:

NOTE: *This feature will try to open Outlook email to add the student recipients, or prompt you to install Outlook.*

5) Student email addresses will be added to your Outlook email in the BCC area:

6) Fill in the body of the email and select **Send!**