**Central Connecticut State University – Faculty: Emailing Students. Individual, or by Class Roster, or by your Advisees**

1. Go to the CCSU website **www.ccsu.edu** and click on **"CentralPipeline"** in the upper right.
2. **Log in** with your CCSU email address and BlueNet password, then approve the multi-factor authentication request using your 2nd device (mobile device or phone).
3. Click on **"Faculty & Advisor Resources"** on top menu line.
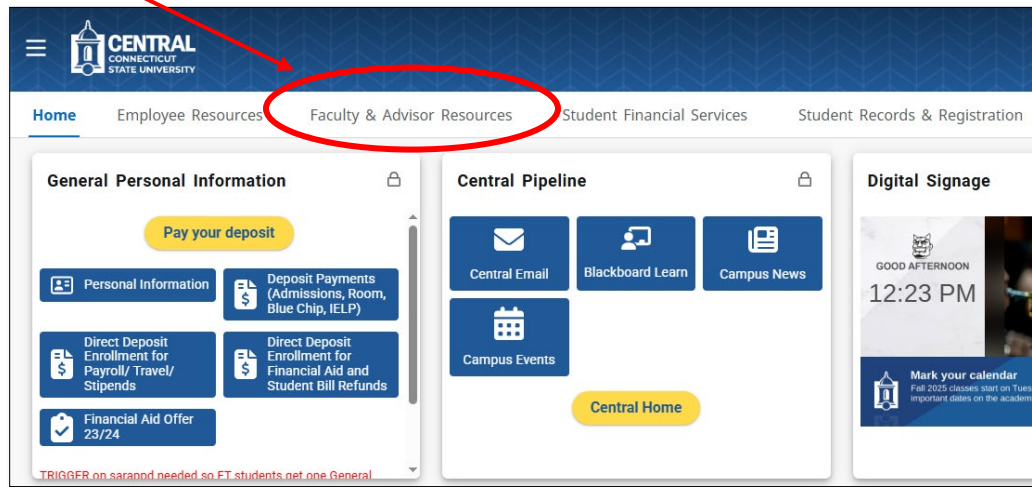

1. Individual Student Lookup

1a. For a quick individual student search to find their email address, in the card "**Student Lookup**", search by either **Last Name or ID** and hit **Enter**. Note: To view more information on a student, click on "Search for Student(s) & View Advisees".
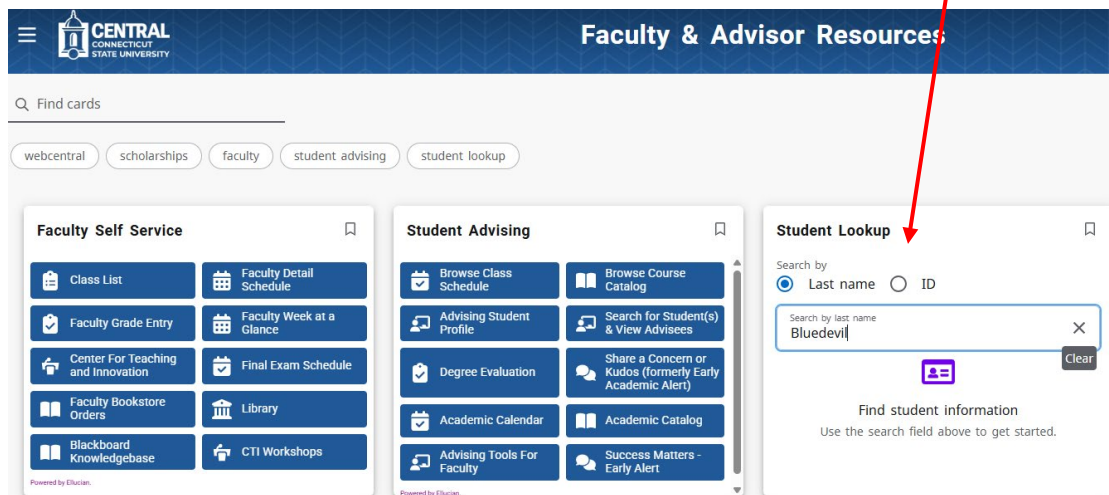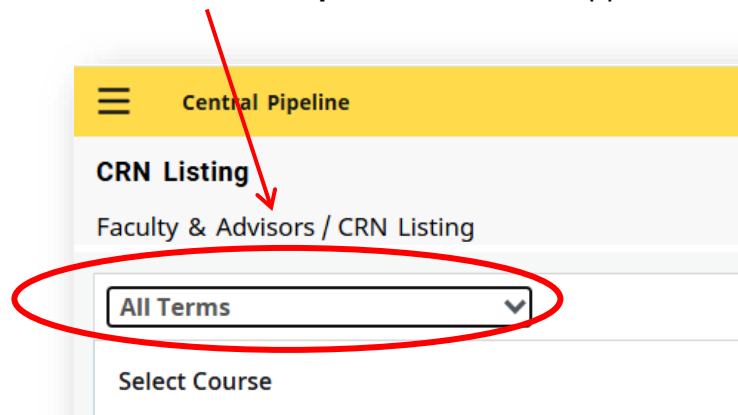
2. Search by Class List/Roster or Email Everyone in your Class

2a. In the card "**Faculty Self Service**", click on **"Class List"**.
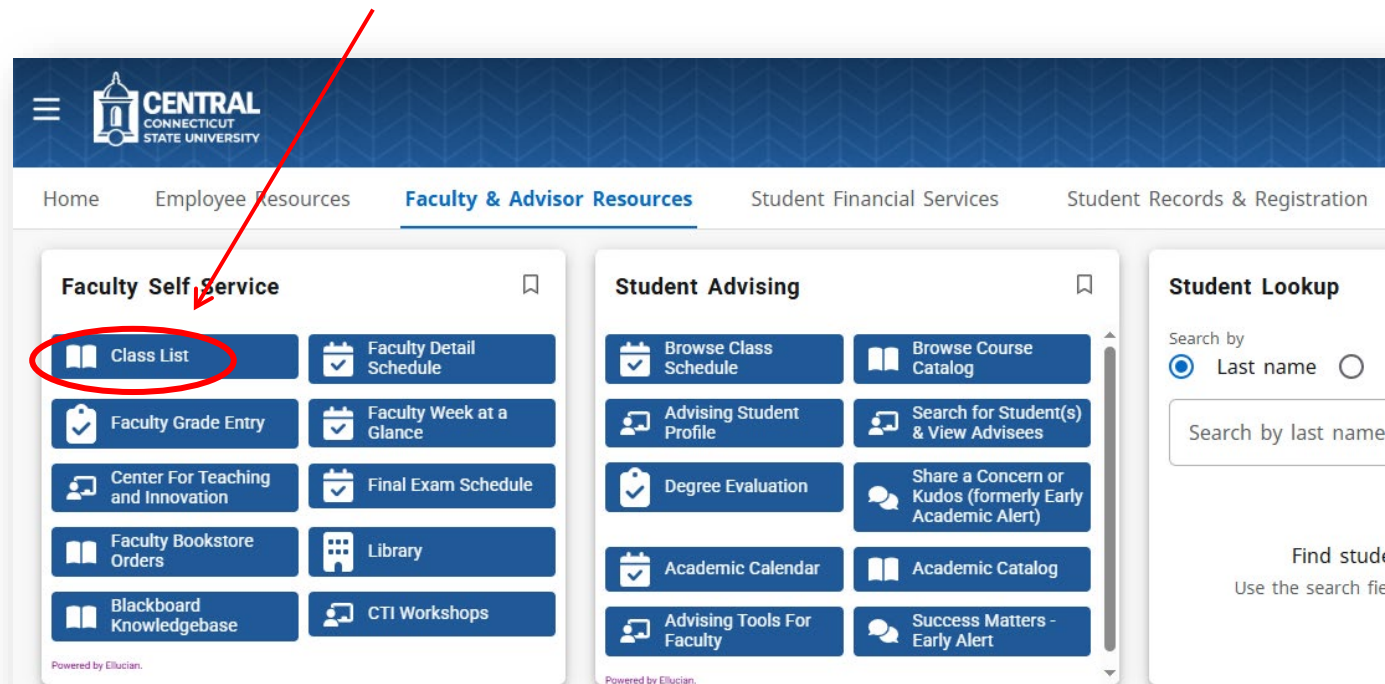
2b. Click on the **arrow** in the **"All Terms" drop-down list** in the upper left to select the appropriate Term.

2c. In your list of classes, click on the **Enrollment Count Number** for your select class:

2d. Then click on **All** or **Individual Names' boxes** for whom you'd like to email. Then click the **Email icon**.

Note: Click on the **top box** at the top of the list to easily put a check mark next to **all students** in the list.

3. Search among your Advisees or Email All your advisees at once

3a. In the card **"Student Advising"**, click on **"Search for Student(s) & View Advisees"**.
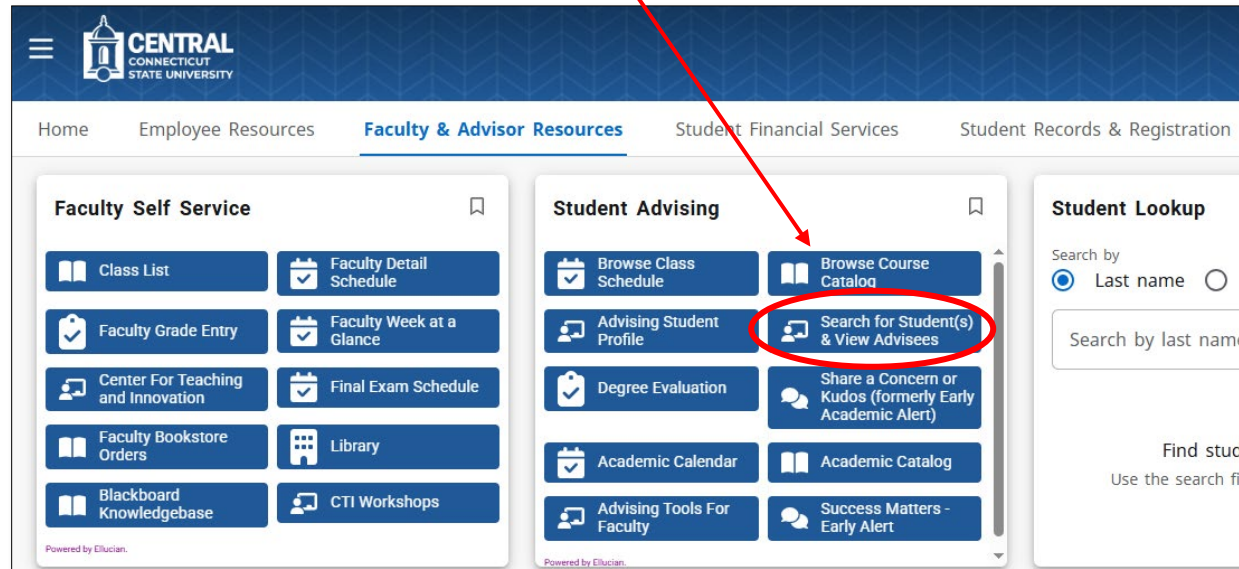
3b. Search by **Student ID** or **Student Email** or **Student Name;** or click on "**View My Advisee Listing**".

3c. Use the **Filter** to filter your list to only currently "**Active**" advisees.

3d. Click on **Filter**, then change "**Name**" to "**Student Status**" and select the parameter "**Active**" and click "**Go**".

3e. Once you've filtered the list to Active students, click "**Email All**".