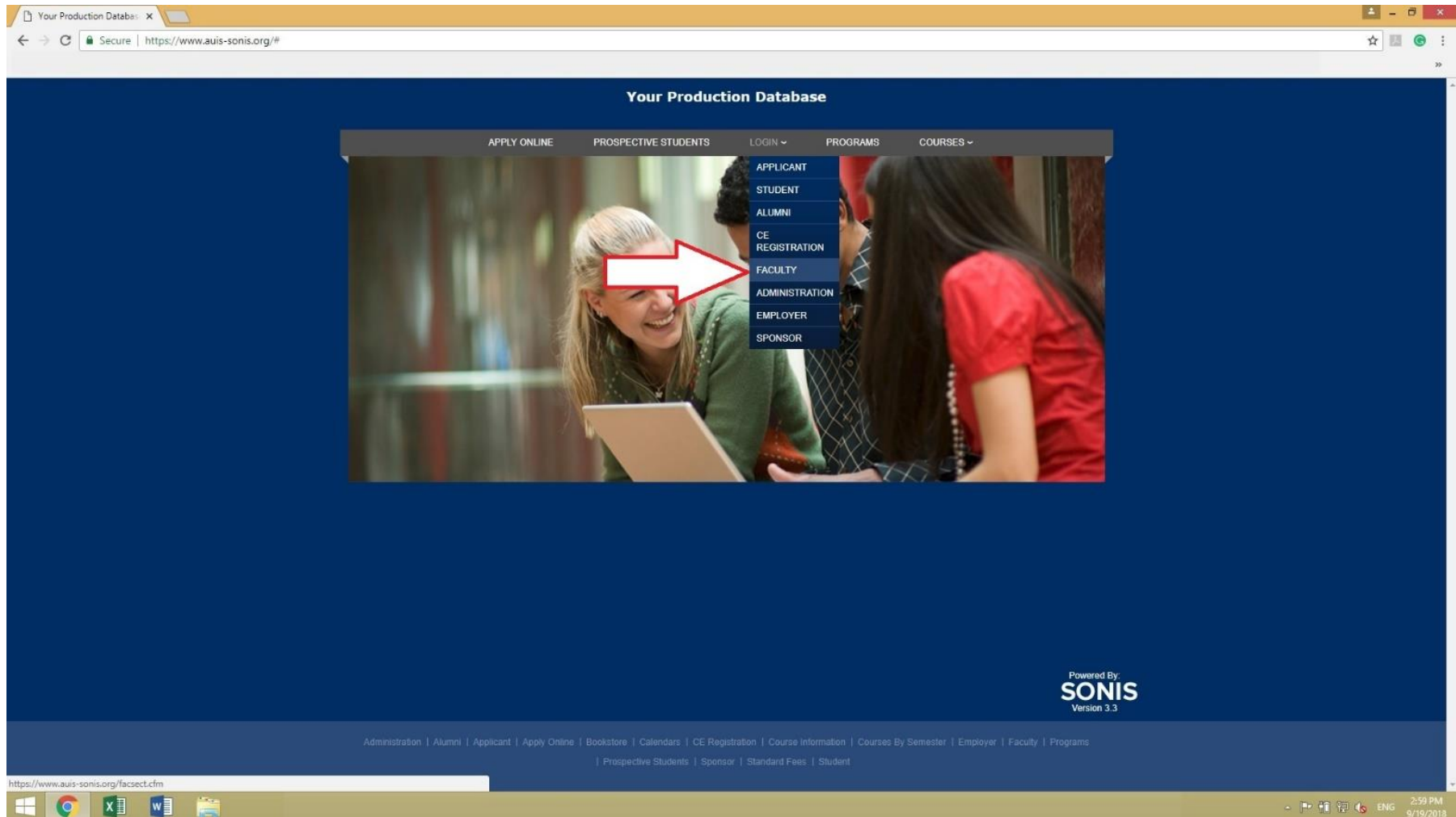


# Email Class

1. Go to <https://www.ais-sonis.org/> and log-in through your Sonis account.



## 2. Enter the ID that we provided you with the PIN to login.

← → ↻ <https://www.ais-sonis.org/facsect.cfm> ☆ 📄 🌐 🔍

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LOGIN : FACULTY

ID  PIN


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If you have forgotten your PIN and/or ID, please click the following link: [Link](#)

"You cannot teach a man anything; you can only help him to find it within himself" Galileo

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3. Go to “Course Management ” and then “Email Class” then choose the right School year/Semester/Course section

The screenshot shows a web browser window with the URL [https://www.ais-sonis.org/fac\\_mailer2.cfm?changeyearsem=1](https://www.ais-sonis.org/fac_mailer2.cfm?changeyearsem=1). The page title is "Your Production Database Email/Text Class - Google Chrome". The main content area is titled "Email/Text Class" and shows the date "OCTOBER 01, 2018". The left sidebar contains a navigation menu with the following items: General, Course Management, Courses, Attendance, Syllabus, Remind Class, Email/Text Class (highlighted with a red circle), Gradebook, Grades, Advising, and Custom. The main content area displays the following information:

- School Year: 201819
- Semester: Fall
- Course Section: ENG 102.1
- Class Name: Critical Reading & Writing - (ENG 102:1)
- Notification Options: E-mail Only, Text Message Only, Both

The "Email/Text Class" option in the sidebar and the "School Year", "Semester", and "Course Section" dropdowns are circled in red. The "E-mail Only" radio button is selected.

# 4. Then Click on Email only.

The screenshot shows a web browser window with the address bar displaying "Secure | https://www.ouis-sonis.org/fac\_mailer2.cfm". The page title is "Your Production Database Email/Text Class - Google Chrome". The application header includes "Your Production Database" on the left and a user profile icon on the right. A search bar is located at the top left of the main content area.

The main content area is titled "Email/Text Class" and includes a date "SEPTEMBER 20, 2018" in the top right corner. Below the title, there are three dropdown menus for configuration: "School Year" (set to 201718), "Semester" (set to Fall), and "Course Section" (set to ENG 101:8).

Below the dropdowns, the text "Argument - (ENG 101:8)" is displayed. Underneath this text, there are three radio button options: "E-mail Only", "Text Message Only", and "Both". The "E-mail Only" option is selected and circled in red.

The Windows taskbar is visible at the bottom of the screen, showing icons for the Start menu, Google Chrome, Microsoft Excel, Microsoft Word, and a folder icon. The system tray on the right shows the date and time as "11:59 AM 9/20/2018" and the language as "ENG".

5. Your email will be cc-ed. You can also attach files and attachments to the email.

