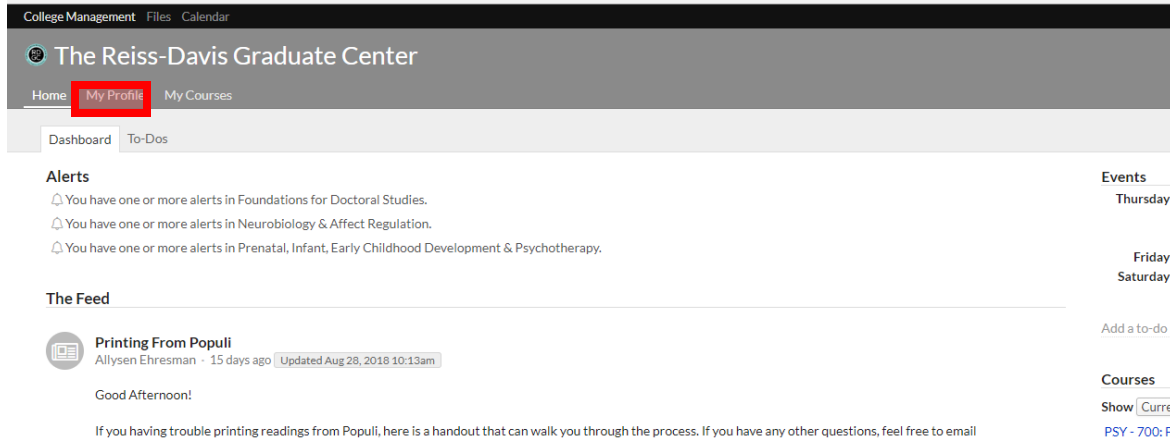


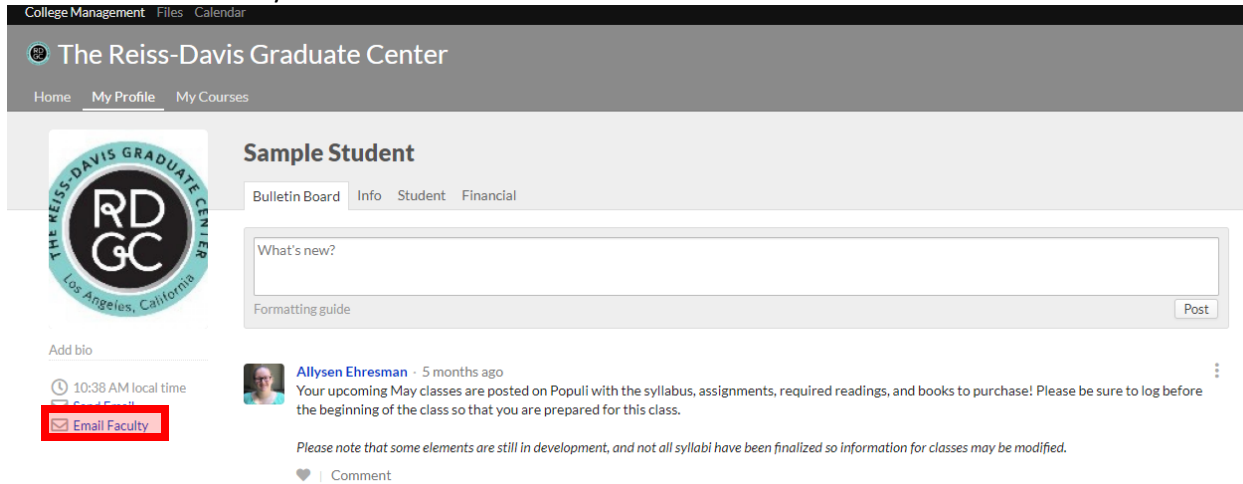
## Emailing Instructors on Populi

1. Log into Populi with your ReissDavis.org email address and the password that you set up for Populi. Then click on the “My Profile” tab (marked below in red).



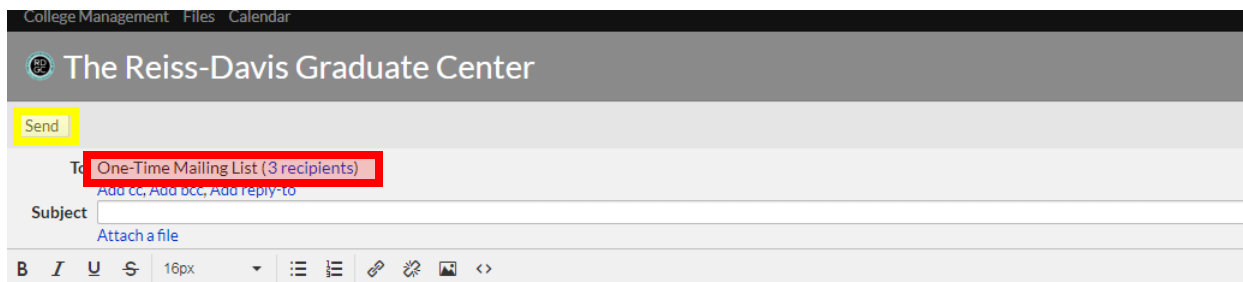
The screenshot shows the Populi dashboard for The Reiss-Davis Graduate Center. The navigation bar includes 'College Management', 'Files', and 'Calendar'. Below the header, there are tabs for 'Home', 'My Profile' (highlighted in red), and 'My Courses'. A secondary navigation bar shows 'Dashboard' and 'To-Dos'. The main content area is divided into sections: 'Alerts' with three notification items, 'The Feed' with a post titled 'Printing From Populi' by Allysen Ehresman, and a right-hand sidebar with 'Events' (listing Thursday, Friday, and Saturday), 'Add a to-do', and 'Courses' (with a 'Show Currer' button and a link 'PSY - 700: Fc').

2. Click on Email Faculty



The screenshot shows the 'Sample Student' profile page. The header includes 'College Management', 'Files', and 'Calendar'. The main header is 'The Reiss-Davis Graduate Center' with tabs for 'Home', 'My Profile', and 'My Courses'. The profile section features the RDGC logo and a 'Sample Student' title. Below the title are tabs for 'Bulletin Board', 'Info', 'Student', and 'Financial'. A text input field for 'What's new?' is present with a 'Post' button. A bio section shows a profile picture and a post by 'Allysen Ehresman' from 5 months ago, with a red box highlighting the 'Email Faculty' button. A note below the post states: 'Please note that some elements are still in development, and not all syllabi have been finalized so information for classes may be modified.' A 'Comment' button is also visible.

3. A new tab will open for you to compose your email. Populi will automatically add all your instructors to the email; you can change this by clicking the button that says “3 recipients” (in red). Then choose the instructor you would like to message. You may add a cc, a bcc, and attach a file. Type your message in the white space and then hit send (marked in yellow).



The screenshot shows the email composition interface. The header is 'The Reiss-Davis Graduate Center'. A 'Send' button is highlighted in yellow. The recipient field shows 'To: One-Time Mailing List (3 recipients)' with a red box around it. Below the recipient field are links for 'Add cc', 'Add bcc', and 'Add reply-to'. The subject field is empty with a link for 'Attach a file'. The bottom of the screen shows a rich text editor toolbar with icons for bold, italic, underline, strikethrough, font size (16px), bulleted list, numbered list, link, unlink, image, and code.