

Student Directory Information Access – Faculty

How to Find a Student Email Address

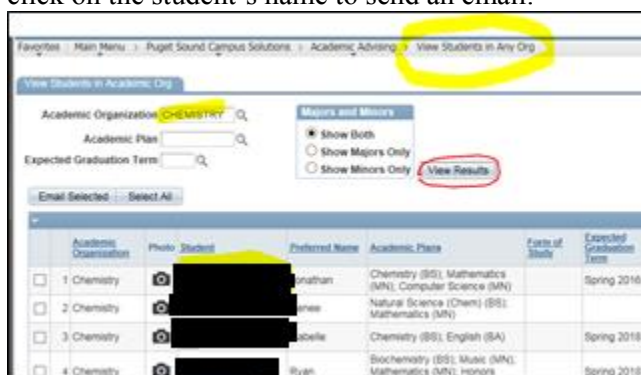
Option 1: If the student is an advisee, you will have a link to email the student from your advisee hub.

Option 2: If the student is in a class you are teaching, you will have a link to email the student from your class roster. (You can also view classes taught in previous terms, and find email addresses of former students.)

Option 3: If the student you want to email is not your advisee and has never been in one of your classes, you can find the student's email in Outlook or Webmail. Please refer to the instructions attached for how to find email addresses in Outlook or Webmail.

Option 4: Ask your department's administrative support staff to check a query in Query Viewer called UP_SR_STUDENT_DIRECTORY. All support staff have this query. It can be downloaded to an Excel spreadsheet if desired, and shared with you. It provides email addresses and campus mailboxes of all registered students.

Option 5 – For Department Chairs: For any student with a major or minor in your department, navigate to the PeopleSoft page 'View Students in an Org.' Enter your department (called 'Academic Organization' in PeopleSoft). Then, click the button 'View Results.' You can then click on the student's name to send an email.



Academic Organization	Photo	Student	Preferred Name	Academic Plans	State of Study	Expected Graduation Term
1 Chemistry		[REDACTED]	Jonathan	Chemistry (BS); Mathematics (MN); Computer Science (MN)		Spring 2016
2 Chemistry		[REDACTED]	Freddie	Natural Science (Chem) (BS); Mathematics (MN)		
3 Chemistry		[REDACTED]	Isabelle	Chemistry (BS); English (BA)		Spring 2016
4 Chemistry		[REDACTED]	Ryan	Biochemistry (BS); Music (MN); Mathematics (MN); Honors		Spring 2016

How to Find a Student Campus Mailbox

Option 1: Contact Mail Services Staff and they will provide Campus Mail Box information. Visit: Wheelock Student Center, Room 003 or Email: mailservices@pugetsound.edu or call: 253.879.3315.

Option 2: Ask your department's administrative support staff to run a query in PeopleSoft called UP_SR_STUDENT_DIRECTORY. All support staff have this query. It can be downloaded to an Excel spreadsheet if desired, and shared with you. It provides email addresses and campus mailboxes of all registered students.

Option 3: Request an Excel spreadsheet of all registered student names, email and CMB. For your own copy, email Kathleen Campbell, Assistant Registrar (kcampbell@pugetsound.edu). You can keep this spreadsheet on your desktop, or wherever else it's convenient to access.