Class Mailing List  Assigning your BUS account to the class mailing list

Go to [http://oregonstate.edu/net/services/classgroups/](http://oregonstate.edu/net/services/classgroups/) to add your College of Business (BUS) email account to your class list.

Network Engineering

**ONID Class Groups**

Network Engineering now provides mail-enabled security groups in Active Directory that allow instructors to perform group actions on specific sections of a course.

On the first day of each term, class groups will be populated with currently enrolled students. Grow and drop courses and new students will be added and dropped to the lists.

By default, only the ONID accounts for the instructors of a class as recorded in Banner are allowed to send messages to the class list of that class. Senders must be included in the BANNER INSTRUCTOR field of the Banner course to be included in the ONID Class Groups.

Click the "Manage My ONID Class Group" link on the main page.

Enter your ONID username and password:

| Username: | marshaby |
| Password: | ●●●●●●● |

Help! I forgot my password

Login using your ONID user name and password.
Assigning your BUS account to the class mailing list

Select which class you would like to receive e-mails from.

Enter your full College of Business (BUS) email in the “Add a Sender” box. Click “Add” when done.
Class Mailing List

Assigning your BUS account to the class mailing list

Network Engineering

Searching for: byron.marshall@bus.oregonstate.edu

Select the sender to add:

- Marshall, Byron - COB [byron.marshall@bus.oregonstate.edu]

Users Found: 1

Return to configuration page for BA 272 001

If you see your name “click” your account link. If you do not see your name select “back” on your browser and try again.

Sender successfully added

This is the message you will get when done. Select “back” on your browser to go back to the last page.

Then you need to add yourself as a member. Enter your full College of Business (BUS) email in the “Add a Member” box. Click “Add” when done.

Enter your BUS (@bus.oregonstate.edu) email here.

Click here when done.
Class Mailing List

Assigning your BUS account to the class mailing list

Network Engineering

Searching for: **byron.marshall@bus.oregonstate.edu**

Select the sender to add:

- Marshall, Byron - COB [byron.marshall@bus.oregonstate.edu]

Users Found: 1

Return to configuration page for **BA 272 001**

If you see your name “click” your account link. If you do not see your name select “back” on your browser and try again.

**Please Note:** Changes to this group may take up to **20 minutes to process** so if you do not see your changes do not be alarmed.