How to Send an E-mail to All Students in a Class Using Outlook

WCJC Outlook is accessible only from your WCJC assigned desktop computer. (Outlook Web Access is only to be used when not using your WCJC assigned desktop computer.)

1. Log Into Online Services
2. Select “Faculty Services”
3. Select “Summary Class List”
4. When the Select Term page is displayed, select the appropriate term.

Note: If you have previously selected a term, the system uses that term and does not display the Select Term page. You can change the term using the Term Selection link on the Faculty Services menu.
5. **Select CRN** – click the down arrow by the CRN field to select a different CRN from your schedule; or click the blue link at the bottom to enter CRN directly

![Select CRN Image]

6. When the system displays the selected page **click** the **Email class** link at the bottom and select “copy shortcut”.

![Email class Image]

**Note:** Click on the envelope to the far right by the student name to send email to individual student(s).

![Final Grade Detail Image]

7. A new email in Outlook should open with all the student’s email address in the “bcc” line. If bcc is not showing, click “Options” and click the “Bcc” toggle button…

![Email Options Image]

8. Compose email and **send**