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

WCJC Outlook Web Access is accessible through the “Employee Email” link on the WCJC homepage. This is not the Outlook Icon located on 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.

![Select Term](image)

**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, **RIGHT** 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).

7. **Open a new email.**

![Open a new email](image)
8. In the Bcc field, RIGHT click and “Paste”

9. At the beginning of the text in the “Bcc” field - Scroll to the beginning of the addresses, use arrows at far right, 

   Delete the characters  

10. Compose email and send