



Wharton County Junior College

How to Email Class using Outlook 365

1. Login to Online Services and click the "Faculty Services" tab; select "Summary Class List"


The screenshot shows the online services portal with the "Faculty Services" tab selected. The "Summary Class List" option is highlighted in yellow. Other options include Term Selection, CRN Selection, Faculty Detail Schedule, Faculty Schedule by Day and Time, Detail Class List, Final Grades, Student Menu, Advisor Menu, Class List With Grid, SmarThinking Online Tutoring, and Schedule Planner Guest Mode.


2. Select the appropriate term by clicking the down arrow to the right of the term field and clicking the preferred term and "Submit".

The screenshot shows the "Select Term" dropdown menu with "Spring 2017" selected. A "Submit" button is visible below the dropdown. The text "RELEASE: 8.7.1" is displayed at the bottom of the form.

Note: If you receive the “You have no assigned sections for this term” error, you can select the class by entering the CRN in directly. Click the “Enter Section Identifier (CRN) Directly” link.

Select CRN

 Please enter the CRN you wish to access, or select a different term from the menu.

 **You have no assigned sections for this term.**

[\[Enter Section Identifier \(CRN\) Directly \]](#)




RELEASE: 8.7.1

3. Enter the CRN and click “Submit”

CRN Direct Entry

CRN:

4. Click on either the individual email envelopes to the right of each student OR click the “Email Class” link at the bottom.

23	**Web Registered**	Undergraduate	3.000	Enter	Enter	
24	**Web Registered**	Undergraduate	3.000	Enter	Enter	
25	**Registered**	Undergraduate	3.000	Enter	Enter	
26	**Web Registered**	Undergraduate	3.000	Enter	Enter	
Email class 						
Return to Previous						

5. The default email will open (Outlook 2010 if on campus OR Outlook Web Access(OWA) with your selected email address(es) in the Bcc line. Highlight the address and Right Click; then select “Copy”

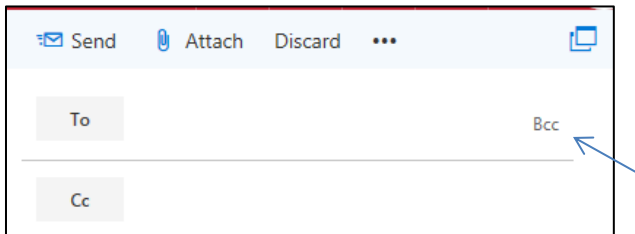
To: _____

CC: _____

Bcc: amirfano601@student.wvcc.edu; baizer499@student.wvcc.edu; aburton226@student.wvcc.edu; bbolt339@student.wvcc.edu; pcarmatella528@student.wvcc.edu; pcano328@student.wvcc.edu; lsdy899@student.wvcc.edu; mehar906@student.wvcc.edu; jorgensen758@student.wvcc.edu; gauffars678@student.wvcc.edu; hicks203@student.wvcc.edu; alimena938@student.wvcc.edu; bruff20@student.wvcc.edu; klepac6698@student.wvcc.edu; mmaravilla157@student.wvcc.edu; qmartinez385@student.wvcc.edu; apanaqua939@student.wvcc.edu; aramos491@student.wvcc.edu; piore83@student.wvcc.edu; brothbauer312@student.wvcc.edu; bsexton469@student.wvcc.edu; bshar908@student.wvcc.edu; bsims501@student.wvcc.edu; mstrachn847@student.wvcc.edu; lvelasquez917@student.wvcc.edu; tuansch246@student.wvcc.edu

Subject: _____

6. Open Outlook 365 in a different browser or browser tab. Click the “Bcc” at the top right to open the Bcc line.



7. Paste the addresses into the Outlook 365 bcc line

