Wharton County Junior College

**How to Email Class using Banner 9 Faculty/Advising SS
and the Windows 10 Mail App**
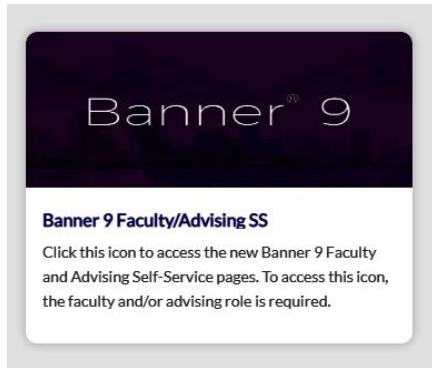
1. Access the WCJC website at www.wcjc.edu

3. Login with your network username and password.

4. Click the Banner 9 icon to enter "Banner 9 Faculty/Advising SS"

Banner 9 Faculty/Advising SS

Click this icon to access the new Banner 9 Faculty and Advising Self-Service pages. To access this icon, the faculty and/or advising role is required.

5. Open the CRN Listing screen and instead of clicking on course title, click on any whitespace (blank space) within the row.

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6. A new screen with your class list will open. Select the individual students you would like to send an email to, or select the checkbox in the upper left to select all students with one click.

7. Click on the **Email Icon** to send an email to all selected students.
8. The Windows 10 Email App will open with a blank message and all of the student email addresses listed in the "To" field.

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