



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 menu includes the following items:

- Personal Information
- Student
- Financial Aid
- Faculty Services**
- Employee

Search

Faculty Services

- Term Selection
- CRN Selection
- Faculty Detail Schedule
- Faculty Schedule by Day and Time
- Detail Class List
- Summary Class List**
- Final Grades
- Student Menu
Display student information; View a student's schedule; Process registration overrides; Process a student's registration
- Advisor Menu
View a student's transcript; View a student's grades; Display your security setup.
- Class List With Grid
- SmarThinking Online Tutoring
Access online tutoring for "Drop-in" live tutoring, submit questions, submit essays for a review by a tutor, pre-scheduled
- 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".

Select Term

Select the Term for processing then press the Submit Term button.

Select a Term:

RELEASE: 8.7.1

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: 20301

Submit

4. Click “Display Email List” at the bottom of the page.

Display Email List

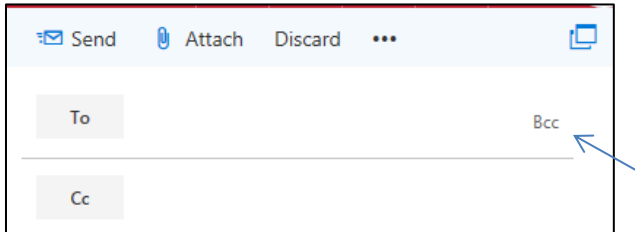
5. The student email addresses will appear in the box. Highlight them and copy; (Right click and “Copy” or Ctrl + C)

Class List Email Listing

kdeleon048@student.wjcc.edu; aescobar896@student.wjcc.edu; jharvey905@student.wjcc.edu; djohnson606@student.wjcc.edu; alara840@student.wjcc.edu; eleon58@student.wjcc.edu; go728@student.wjcc.edu; amarin526@student.wjcc.edu; znieto159@student.wjcc.edu; jokwueze795@student.wjcc.edu; sperry641@student.wjcc.edu; crangel245@student.wjcc.edu; tstamps679@student.wjcc.edu

Sensitive information

6. Open Outlook 365 in a different browser or browser tab. Click the “Bcc” at the top right to open the Bcc line. (Paste – Right click & ‘paste’ OR Ctrl + V).



7. Paste the addresses into the Outlook 365 bcc line

