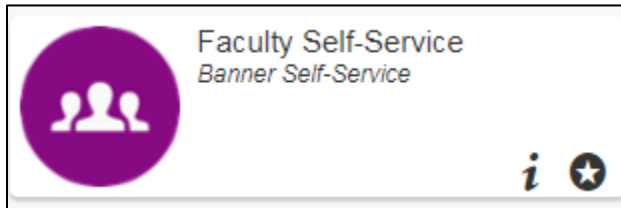




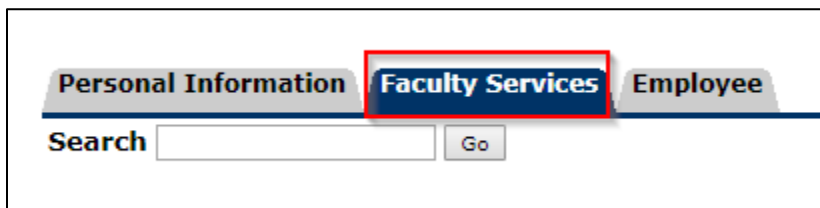
## How to use Banner Self-Service to Email students in a class

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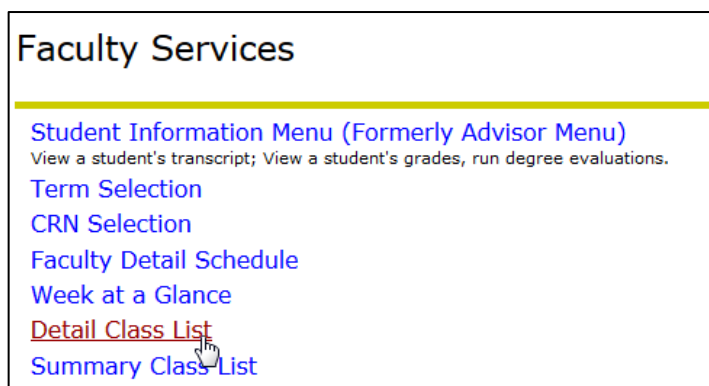
- Log into my.Fairfield
- Search 'self-service'
- Click on the Faculty Self-Service task



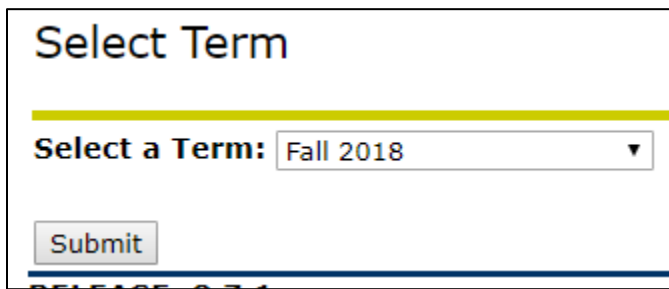
- Click on **Faculty Main Menu**



- Select Detail Class List

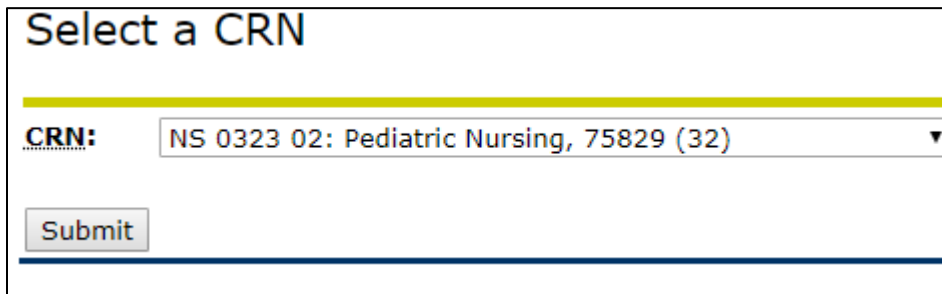


- Select a **Term Code**, click Submit



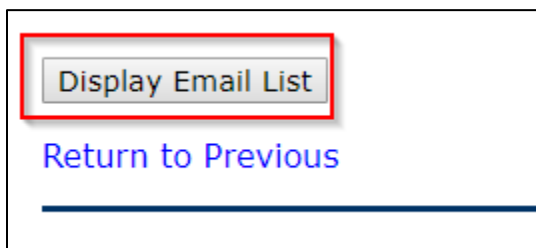
The screenshot shows a web form titled "Select Term". Below the title is a horizontal yellow line. The form contains a label "Select a Term:" followed by a dropdown menu currently displaying "Fall 2018". Below the dropdown is a "Submit" button.

- Select CRN of class. Click Submit.



The screenshot shows a web form titled "Select a CRN". Below the title is a horizontal yellow line. The form contains a label "CRN:" followed by a dropdown menu displaying "NS 0323 02: Pediatric Nursing, 75829 (32)". Below the dropdown is a "Submit" button.

- Scroll to the bottom of the page, click Display Class list. Highlight and copy the list.



The screenshot shows a button labeled "Display Email List" which is highlighted with a red rectangular border. Below the button is a blue hyperlink labeled "Return to Previous".



The screenshot shows a large rectangular area with a title "Class List Email Listing". Inside this area, the text "Student emails will be listed here, separated by commas" is displayed.

- Open Outlook, paste list of emails in the BCC field. Send as usual.

**\*\* NOTE:** In some cases, Outlook needs to be configured to accept commas to separate student email addresses. Please perform the following steps to enable Outlook to do this before you email your class the first time:

## Outlook 2013 and 2010 (Windows)

- Click the **File** tab in Outlook, then select **Options** from the menu.
- Open the **Mail** category.
- Scroll to the **Send Messages** section: Check the box next to **Commas can be used to separate multiple message recipients**.
- Click **OK**.

\*\*Or, you can use this document - <https://wiki.fairfield.edu:8443/pages/viewpage.action?pageId=24479561>