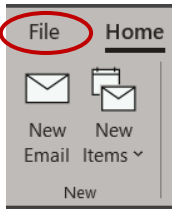# Using BraveWeb to Email Students

Faculty can email a class roster of students from the Summary Faculty Class List page in BraveWeb.
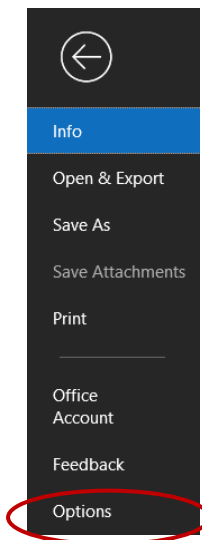
Prior to using this feature, the Outlook app must be set to allow commas to be used to separate multiple message recipients. This must be done from the Outlook desktop app installed on the computer. It cannot be done using Office 365 online.
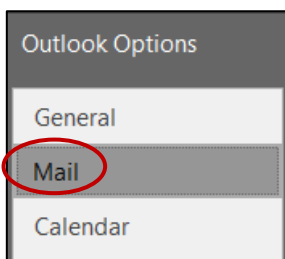
Set Up Outlook

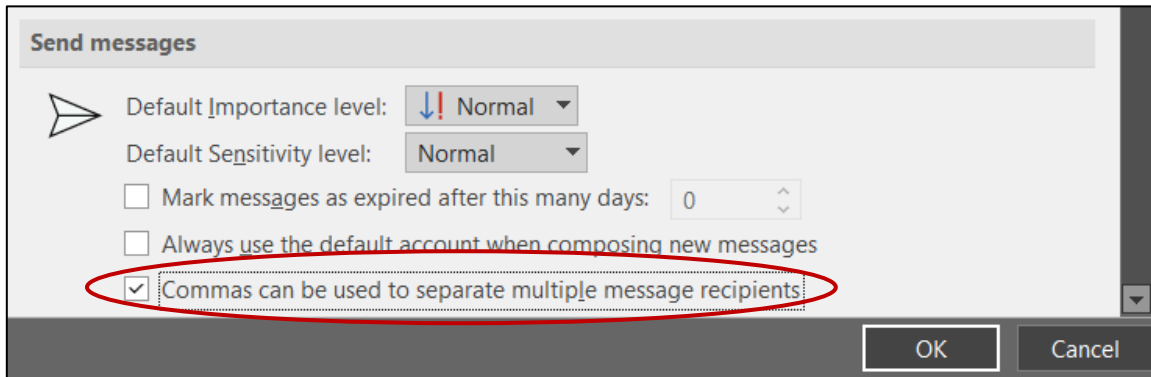- In the Outlook app, click the **File** tab at the top left.

- Select **Options**.

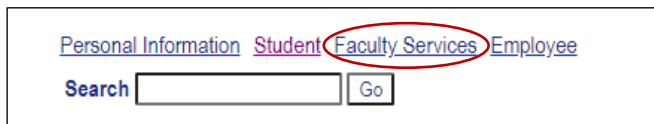- At the top left of the Outlook Options window, select **Mail**.

- In the **Send messages** section, check the option for "Commas can be used to separate multiple message recipients". Then click OK.
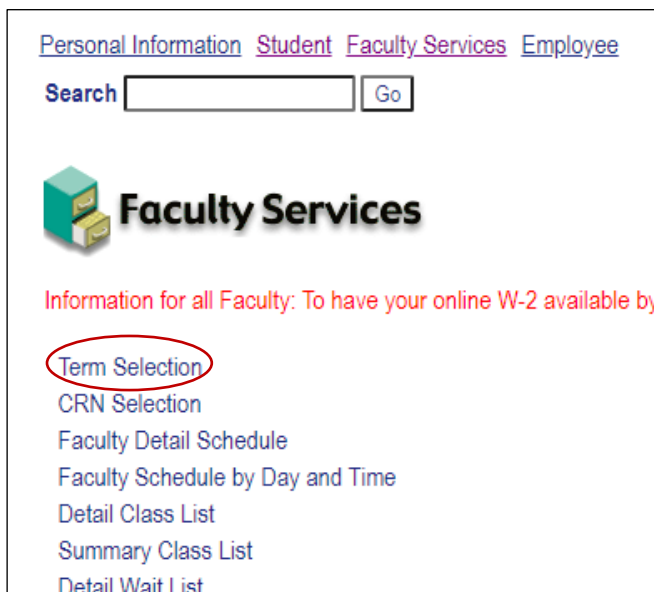

Email Students in BraveWeb

- Log into BraveWeb and select "Banner Self Service".
- Select "Faculty Services".

- Select "Term Selection".

- Select the appropriate term and submit.

- On the Faculty Services page, select "CRN Selection".

- Select the CRN for the class and submit.

Personal Information Student Faculty Services Employee

Search [   ] [Go]

Select CRN

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

CRN: [DSC 2090 800: Spreadsheet & Database Mgt, 11380 (30) ⌄]

[Submit]

- On the Faculty Services page, select "Summary Class List".

Personal Information Student Faculty Services Employee

Search [   ] [Go]

Faculty Services

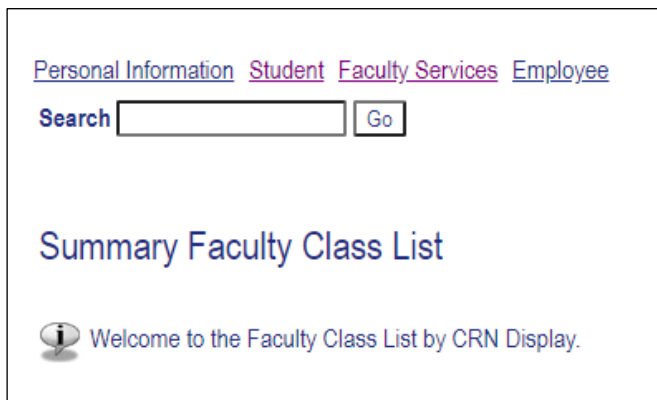Information for all Faculty: To have your online W-2 available by

Term Selection
CRN Selection
Faculty Detail Schedule
Faculty Schedule by Day and Time
Detail Class List
Summary Class List
Detail Wait List

- On the Summary Faculty Class List page, email an individual student or use the "Email class" link at the bottom of the page to email the entire class.

- A New Email window will open from Outlook with the email addresses in the Bcc field separated by commas. After a few moments, the system will recognize the addresses and they will be replaced by the student names which are separated with a semicolon. The recipient addresses are in the Bcc field to prevent the use of Reply All.

If additional support is needed, contact DoIT Help Desk staff at doit.helpdesk@uncp.edu or 910.521.6260.