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.

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**Email Students in BraveWeb**

- Log into BraveWeb and select “Banner Self Service”.
- Select “Faculty Services”.
- Select “Term Selection”.

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![Send messages setup](image-url)
• Select the appropriate term and submit.

![Select Term](image)

• On the Faculty Services page, select “CRN Selection”.

![Faculty Services](image)
• Select the CRN for the class and submit.

• On the Faculty Services page, select “Summary Class List”.

![Select CRN](image1)

![Faculty Services](image2)
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.