This document reviews e-mailing all the students in a class using myCommNet Self-Service and OWA (Outlook Web Access).

In myCommNet, under the Faculty tab, go to "Faculty Self-Service."

Click on "Faculty Services."

Click on "Summary Class List."

Select the term and click "Submit."
Select the course and click "Submit."

A list of your current students should come up.

As you scroll down, you'll see "Email the entire class."

**Right-click** on this link and click on "Copy short-cut."
In OWA (Outlook Web Access), in a new message, right-click in the "Bcc" text box (blind courtesy copy) and click "Paste."

The e-mail addresses will appear in the Bcc line.

Go to the beginning of the Bcc list and delete "mailto..." all the way up to the "=" sign.

Enter your own e-mail address in the "To" line. This way, your students' e-mail addresses will not be divulged to the entire class.

Enter your subject, your message, and click "Send."