How to… Email the Class Using OWA and myCommNet

NOTE: Using Blackboard Learn is the easier way to email the students in your class. See the How to Email Students Using Blackboard Learn document.

1. Navigate to your class list in myCommNet Self Service.
2. Right-click the link that reads “E-mail the entire class.” (Macs: Command-Option-C)
3. Open OWA email and start a new email message.
4. Right-click to paste email addresses in the Bcc… field. (Macs: Command-Option-V) For your own verification, paste your own address in the To… field.
5. Select the text mailto:?bcc= at the beginning of the line of email addresses and remove it. This can be done by right-clicking and cutting as shown. It can also be done by selecting the information and using the delete
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6. When this is complete, you will see only email addresses in the BCC… field. When you have completed your message, click send.