

## 1. Use Classlists to send email to students enrolled in your classes

Programming runs nightly to upload student email addresses into Citadel WebMail Groups hosted at Google we call classlists. These groups include the email addresses of all students enrolled in each course and section during the current Banner term. Banner has three terms: Fall, Spring, and Summer. (Summer includes all Maymester, Summer I and Summer II courses.)

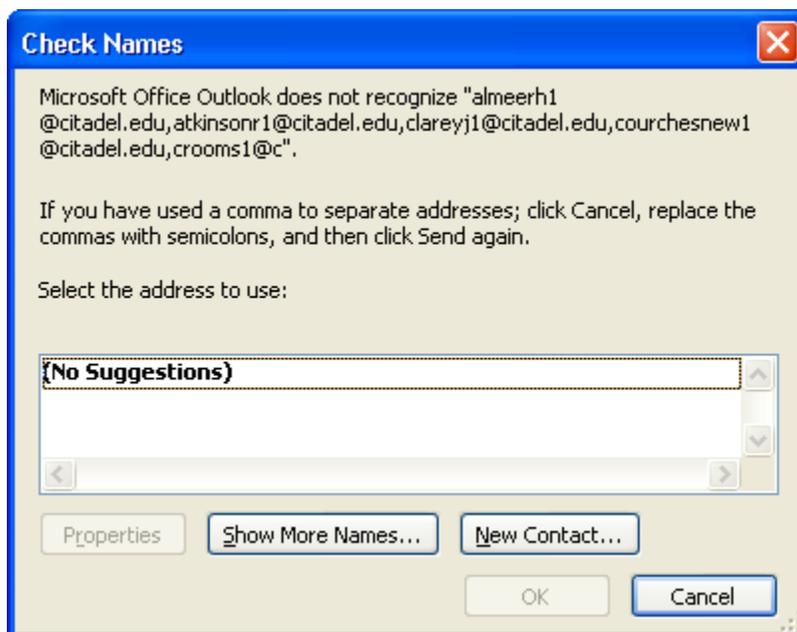
Login to **Outlook**, or login to **Lesesne Gateway** then click the link to access your **Outlook Web Access** (OWA) email. When addressing your message, type the course designation at the “**TO**” prompt followed by “**@citadel.edu.**” For example, if you are teaching English 101, section 8, address the message to: [ENGL10108@citadel.edu](mailto:ENGL10108@citadel.edu)

- Classlist email addresses are not case-sensitive
- Primary instructor is included in these lists by default
- Send a test message and encourage students to use the buddy-system to ensure they receive all messages you send. Remind students to add the classlist address to their contacts and/or configure it as ‘safe’ in the email account they use to reduce the likelihood your messages will go to the junk folder.

## 2. Use ‘E-mail Class’ in Banner via Lesesne Gateway from a workstation where Outlook is installed

By default, Microsoft Outlook uses the semi-colon, not the comma, as the delimiter to separate multiple email addresses. If you click the **E-mail Class** icon at the end of the **Summary Class List** roster, you may receive the following error message. Follow the instructions below to configure Outlook to accept both the comma and semi-colon between addresses.

A-Close the **Check Names** dialog box.

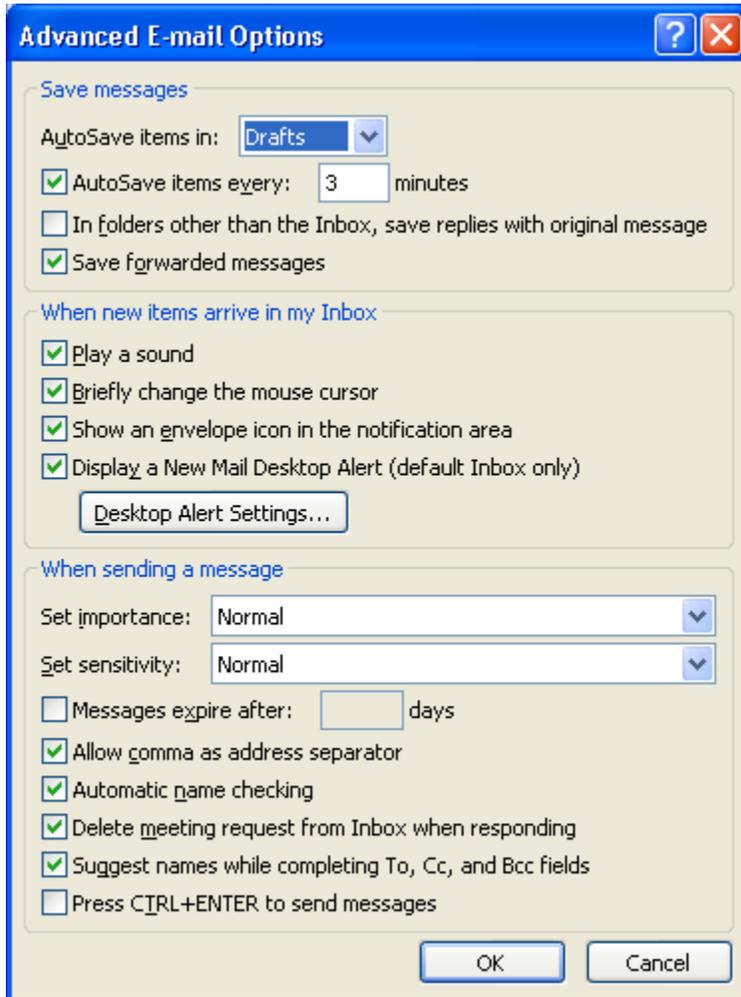


B-Follow the appropriate steps below for the version of Microsoft Outlook you use.

## Outlook 2007

**Tools>Options>Preferences tab>E-mail Options>Advanced E-Mail Options.**

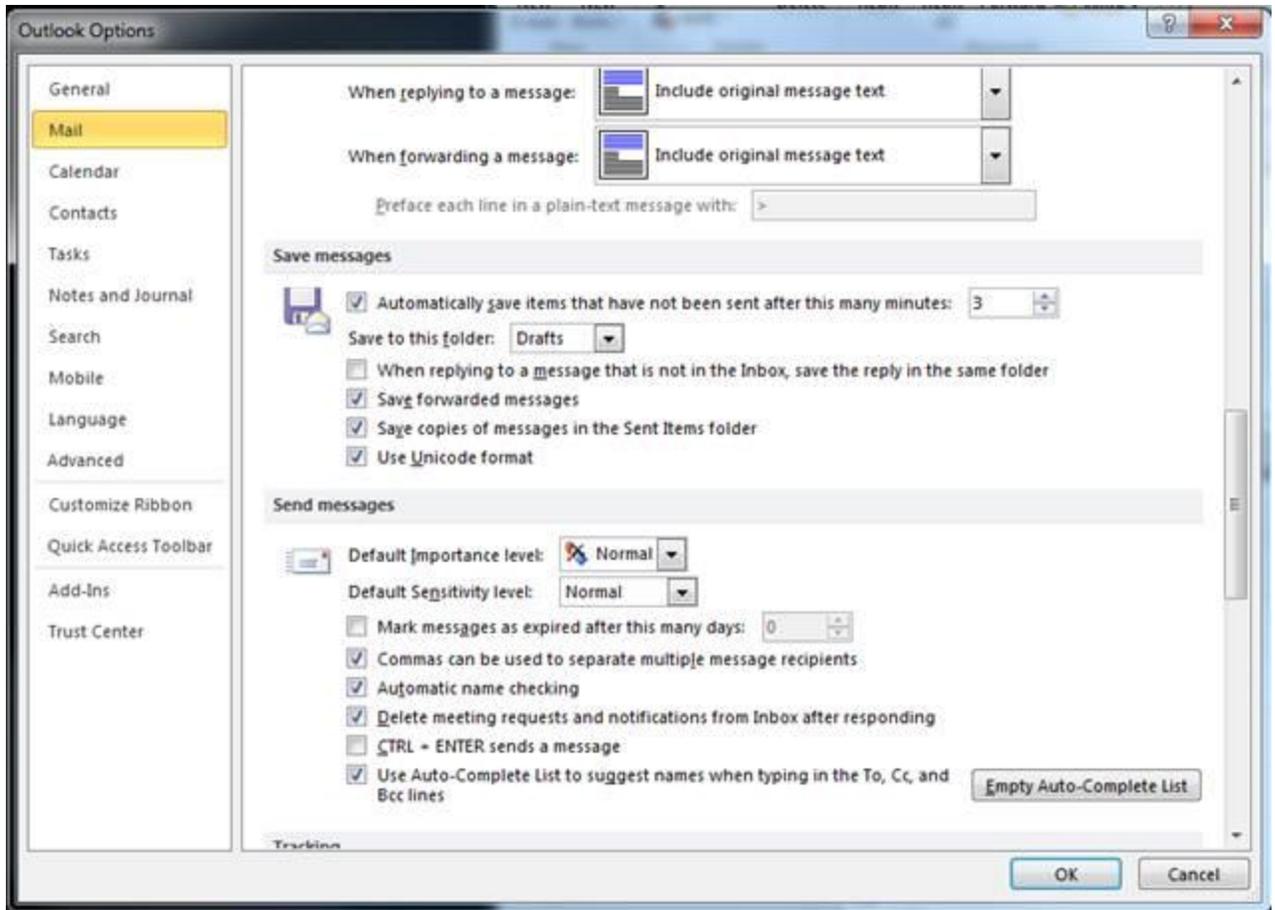
Click the check box beside **“Allow comma as address separator”** and click **OK** to save.



## Outlook 2010

**File>Options>Mail>Send Messages**

Click the check box beside **“Comma can be used to separate multiple message recipients”** and click **OK** to save.



**Tips:**

- If you use the Banner E-mail Class option, you may want to include your own address at the “TO” prompt. Instructor address is not included by default with the Banner E-mail Class option.
- This method of sending classlists will work only if there is an email program installed and configured on your computer. If you cannot use the E-Mail Class option from the Banner screen, type the address of your list at the TO: prompt of an email message to send your message to students.

**3. Academic Class Level – All Students**

These lists include all **cadets** and **non-cadet** students. Email addresses in the lists are updated nightly at Google in our WebMail system using data from Banner and are not case-sensitive. Type the list name you want to use followed by “@citadel.edu” at your email “TO” prompt to use these lists. For example, to send a message to all students who have achieved the 2B academic level, type this address: [students\\_class\\_2B@citadel.edu](mailto:students_class_2B@citadel.edu) .

List Name	Student Academic Class Level
students_class_1A	1 <sup>st</sup> semester freshman
students_class_1B	2 <sup>nd</sup> semester freshman

students_class_2A	1 <sup>st</sup> semester sophomore
students_class_2B	2 <sup>nd</sup> semester sophomore
students_class_3A	1 <sup>st</sup> semester junior
students_class_3B	2 <sup>nd</sup> semester junior
students_class_4A	1 <sup>st</sup> semester senior
students_class_4B	2 <sup>nd</sup> semester senior

#### 4. Cadets

Email addresses in these lists are updated nightly at Google in our WebMail system using data from Banner and are not case-sensitive. Type the name of the list followed by “@citadel.edu” at your email “TO” prompt to use these lists. For example, to send to only cadets who are juniors, type the address: [cadet\\_juniors@citadel.edu](mailto:cadet_juniors@citadel.edu) .

List Name	Description
cadet_freshmen	Year 1-freshmen/knobs; first year on campus (C1)
cadet_sophomores	Year 2 cadets (C2)
cadet_juniors	Year 3 cadets (C3)
cadet_seniors	Year 4 and Year 5 cadets (C4 and C5)
all_cadets	Cadets enrolled in the current term

#### 5. Corps of Cadets – Leadership Lists

Follow the format of the examples below and substitute the number of the battalion you need (1ST, 2ND, 3RD, 4TH, 5TH) or substitute the company name you want to contact for the word “Alpha” in any of the Company list names below. For example, to contact the second battalion juniors, type [2ND\\_Juniors@citadel.edu](mailto:2ND_Juniors@citadel.edu) or to contact first-year cadets in Bravo Company, type [bravo\\_knobs@citadel.edu](mailto:bravo_knobs@citadel.edu) . The list names are not case-sensitive. Names in these lists are managed by the SCCC leadership.

Company List Names	Battalion List Names
Alpha_Co	1ST_Battalion
Alpha_Knobs	1ST_Knobs
Alpha_Sophomores	1ST_Sophomores
Alpha_Juniors	1ST_Juniors
Alpha_Seniors	1ST_Seniors
Alpha_Staff	1ST_Staff