



Email Students and Advisees Directly from BannerWeb

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Faculty can email their students and advisees from **BannerWeb** individually or as a group. The Summary Class List and Detail Class List both have a link at the bottom of the page labeled "Email class". This link will open your email program and insert all of the names in the To: field.

Likewise, the View Advisee List and Information option under the Student and Advisee Information Menu has a link labeled "Email your advisees" that works the same way.