Information Technology Services (ITS): Technology Tidbits

Student Communications: Sending e-mails from class list

If you click the "Email the class" button on the bottom of your class list, the e-mail addresses must be separated by semi-colons, not commas.

If you receive this error message:

Microsoft Office Outlook does not recognize "student1@acad.tri-c.edu, student2@acad.tri-c.edu".

If you have used a comma to separate addresses; click Cancel, replace the commas with semicolons, and then click Send again.

Select the address to use:

simply change your setup in Outlook.

Step 1. Click Tools from the menu
Step 2. Click Options
Step 3. Click the E-mail Options button in E-mail section at top
Step 4. Click the Advanced E-mail Options button

Check the “Allow comma as address separator” and the commas will automatically change to semi-colons.