



Houston Baptist University
Information Technology Services – Application Services

How to send emails from Huskynet links

For those Faculty members without Microsoft Outlook Desktop Client it is difficult to send an email to the entire group from within Huskynet. Since we are using Outlook Web Client, clicking the email link from Huskynet will not work as expected.

When you are using Huskynet and want to send an email to your entire group or section you will see at the bottom left of the roster or **Summary Class List** page a link like the following one:

21	Shaver, Jessica L.	H01152691	**Web Registered**	U
22	Solorio, Alex	H01137835	**Web Registered**	U
23	Williams, Latonya M.	H01150391	**Web Registered**	U
24	Zavala, Sandra	H01159142	**Web Registered**	U

[Email class](#) 

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[[Term Selection](#) | [CRN Selection](#) | [Detail Class List](#) | [Mid Term Grades](#) | [Final Summary Wait List](#)]

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Please follow the these steps to send an email to your entire group.

1. Go to **Huskynet**, login, select the **Faculty Services** tab, select from the menu the desired **Term**, then, select the desired section or **CRN** and then click on the **Summary Class List** option from the menu.
2. Scroll down to the bottom of the page and look for the **Email Class** link at the bottom left of the page.
3. Right-click this link and select **Copy Shortcut** from you're your Internet Explorer Browser or select **Copy Email Address** from Firefox Browser.



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13	Maradiago, Jose D.	H01152158	**Web Register
14	Miguel, Marcus W.	H01161774	**Web Register
15			**Web Register
16			**Web Register
17			**Web Register
18			**Web Register
19			**Web Register
20			**Web Register
21			**Web Register
22			**Web Register
23			**Web Register
24			**Web Register

For Internet Explorer

Open
Open in...
Open in...
Save target as...
Print target
Cut
Copy
Copy shortcut
Paste
All Accelerators
Add to favorites...
Convert link target to Adobe PDF
Convert link target to existing PDF
Send to OneNote
Properties

Email class

[Return to Previous](#)

[[Term Selection](#) | [CRN Selection](#) | [Detail Class List](#) | [Mid Term Gr Summary V](#)]

RELEASE: 8.3

21	Shaver, Jessica L.	H01152691	**W
22	Solorio	87835	**W
23	Williams, Latonya M.	H01150391	**W
24	Zavala, Sandra	H01159142	**W

For Firefox

Email class

Copy Email Address

[Return to Previous](#)

[[Term Selection](#) | [CRN Selection](#) | [Detail Class List](#) | [Mid Te](#)]

RELEASE: 8.3

4. Then go to your Outlook Web Client email, login and create a new email.
5. A new window opens with the empty email form you will use to send the email.
6. Just **Right-click** inside the **Bcc...** field and select **Paste**.

https://pod51004.outlook.com/owa/

HBU Houston Baptist University

Mail > Inbox 7843

Untitled Message - Windows Internet Explorer

https://pod51004.outlook.com/owa/?ae=Item&a=New&t=

Send

From: Miguel A Morales

To...

CC...

Bcc...

Subject:

Arial

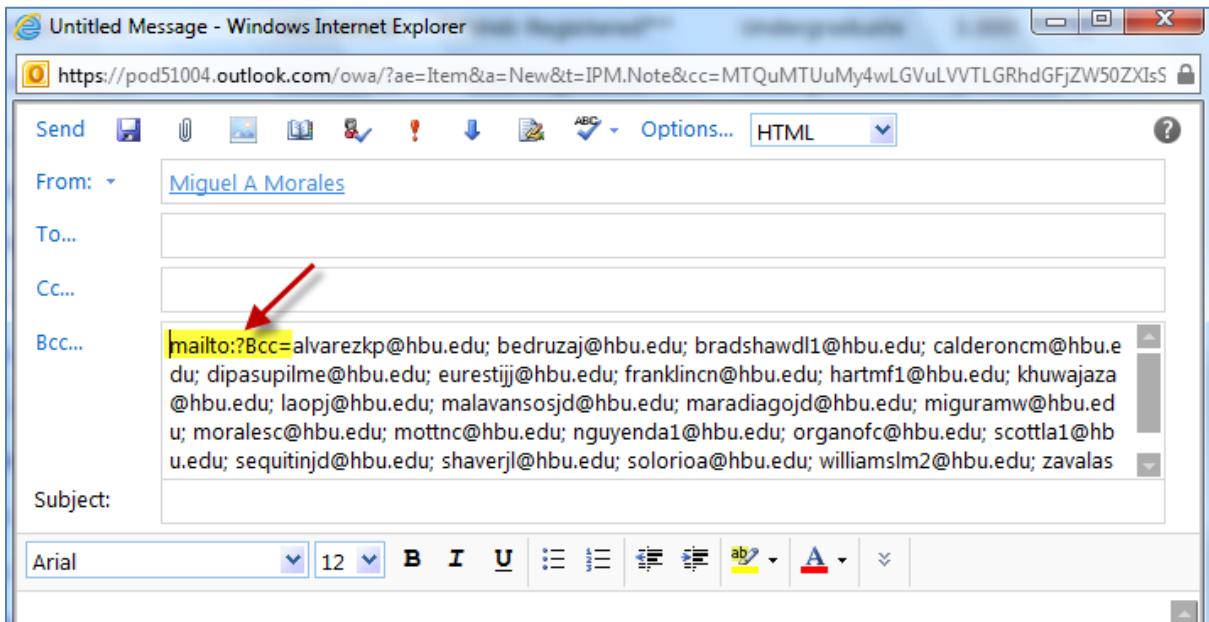
Miguel A. Morales
ITS Manager of

Undo
Cut
Copy
Paste
Delete
Send to OneNote
Select all

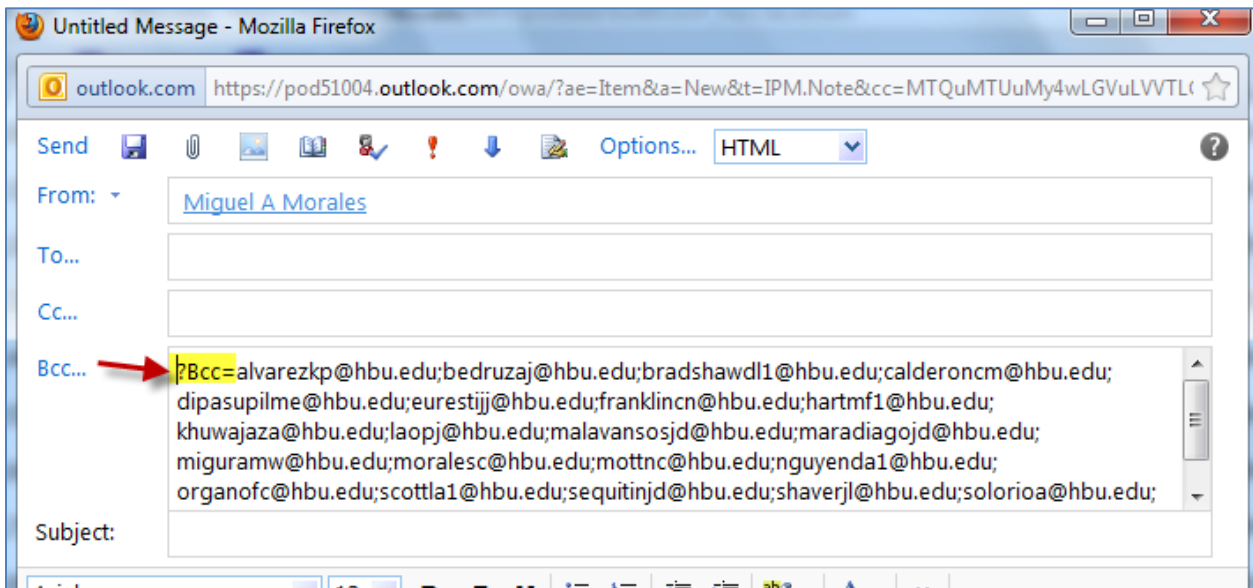


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7. The list of emails from all your students is pasted into this field. Go to the beginning of the field and notice the “mailto:?Bcc=” (for Internet Explorer), remove this code and make sure that the field starts with the first email address. Make sure you don’t have blank spaces in front of the first email.



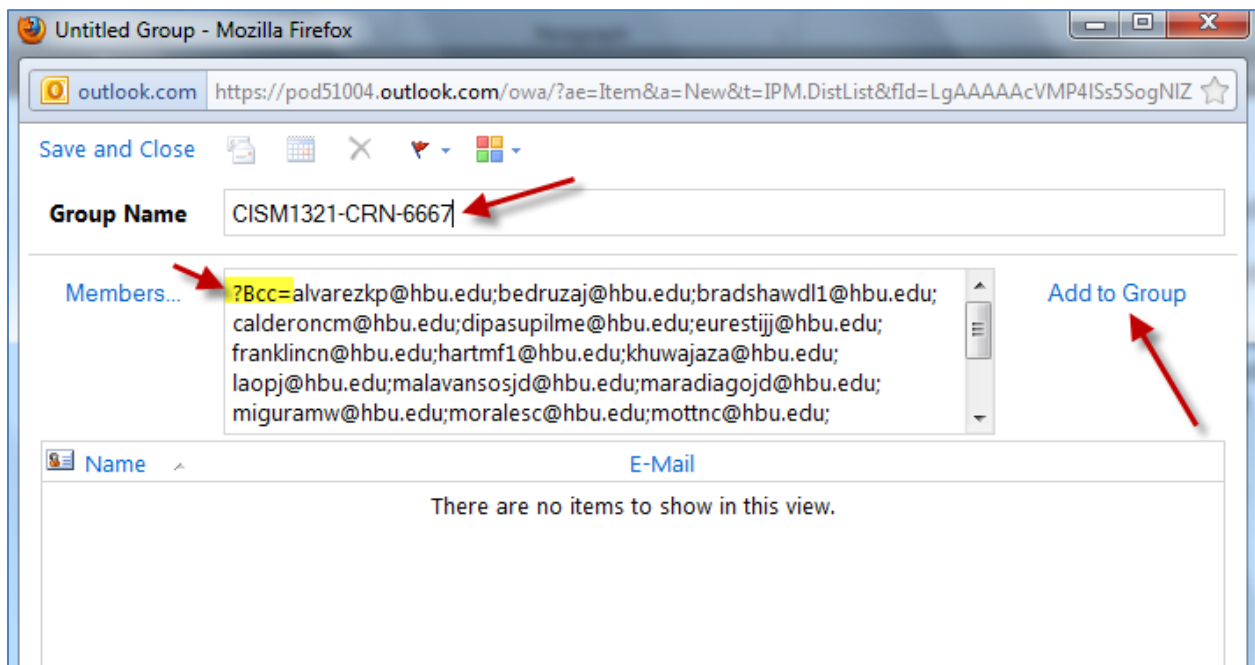
For Firefox delete the “?Bcc=” code.





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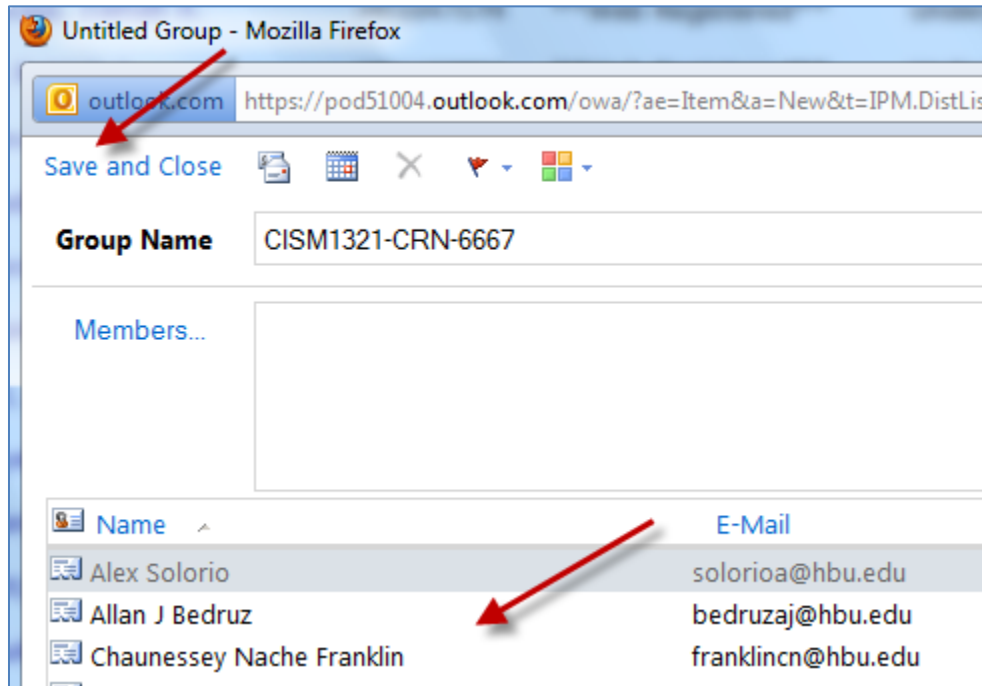
8. At this point you are ready to complete the rest of the email (subject, body, etc.) and send your email.
9. In this example we use the Bcc field to keep the email address from other students confidential but you can use the To... field and make those addresses visible to your class.
10. **Optional:** if you want to create a group in Outlook Web Client, just follow steps 1-3 and then go to your Outlook Web Client and from the bottom left click on **Contacts**, then click **New** and select **Group**. Then paste the email addresses into the **Members...** field and remove the “mailto:**?Bcc=**” code in front of the list. Type a **Group Name** and click on **Add to Group**.





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11. Verify that all emails were added to the group; then click on **Save and Close**.



12. Next time you want to send an email to the class, just send it to the **Group** and all your students in that class will receive your email.

13. If you make this group the first week of classes, it is highly recommended that you refresh this list of students in these groups by copying and pasting the list again; you will have drops and additions the first 2 weeks. Outlook Web Client will not duplicate the addresses and will add new ones.

14. Next semester? Delete the old groups and create new ones for your new academic load.

If you experience problems with these instructions please contact the Helpdesk at x.3410 or helpdesk@hbu.edu.

*Prepared by: Miguel Morales
ITS Application Services
October 2011*