

Setting Outlook to Allow Bulk Email from OwlNet

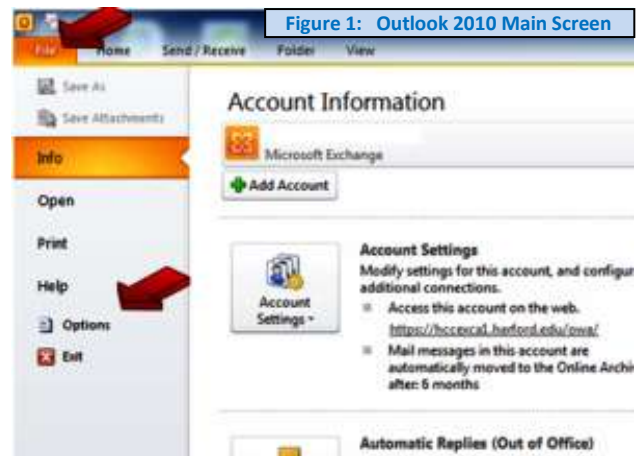
Background

Email links on a web page such as those in OwlNet that contain multiple recipients typically separate each recipient email address with a comma. By default Outlook does not allow separation of email recipients with a comma. To change this default behavior, follow these instructions.

Setting Outlook to Allow Commas to Separate Recipients

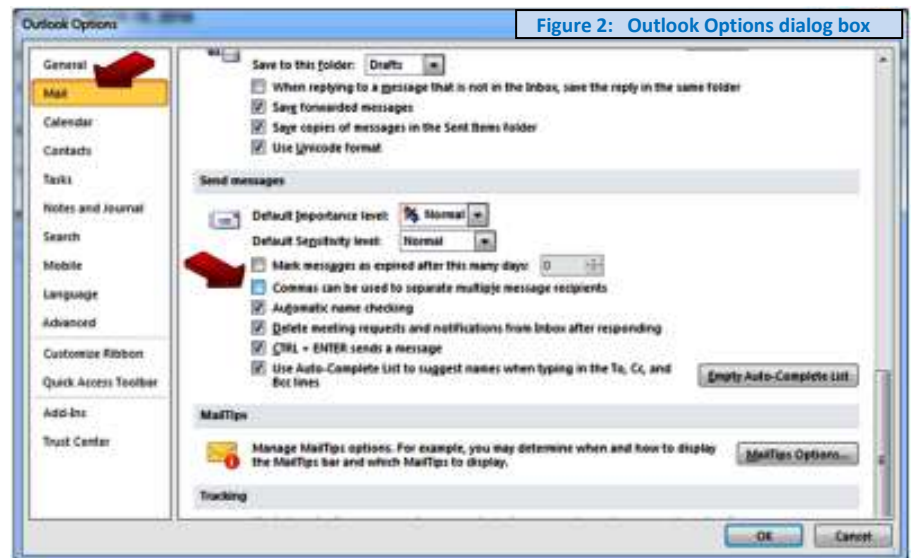
Microsoft Outlook 2010 (Standard on campus at HCC)

1. Open **Microsoft Outlook** on your desktop.
2. Click the **File** tab (see figure #1).
3. Click **Options** on the left hand side of the screen.
The Outlook Options page will be displayed showing the options available on the left hand side.
4. Select **Mail** on the left hand side (See Figure #2).
5. Scroll down to the **Send Messages** section.
6. Check the box for “**Commas can be used to separate multiple message recipients.**”



Microsoft Office 2007

1. Open **Microsoft Outlook** on your desktop.
2. Click **Tools > Options...** on the menu bar.
3. Click the **Email Options...** button.
The Email Options dialog opens.
4. Click the **Advanced Email Options...** button.
The Advanced Email Options dialog displays.
5. Check the box for “**Allow comma as address separator.**”



Additional Notes:

This change will only affect the settings of your desktop. If you use Outlook on multiple computers you will have to change the setting on your other systems.