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## Activate Banner Course Email

Stephanie Obodda - 2019-09-11 - Comments (0) - Email

To activate course emails, the official instructor of record must send an initial email from his/her official **@brown.edu** email address.

Course emails can be sent from the course list in [Banner](#).

Alternatively, emails can be sent from gmail.brown.edu or an email client. While composing, follow this format replacing the department, course code, year, semester, and section as necessary:

**course.chem.0001a.2014-fall.01@lists.brown.edu**