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