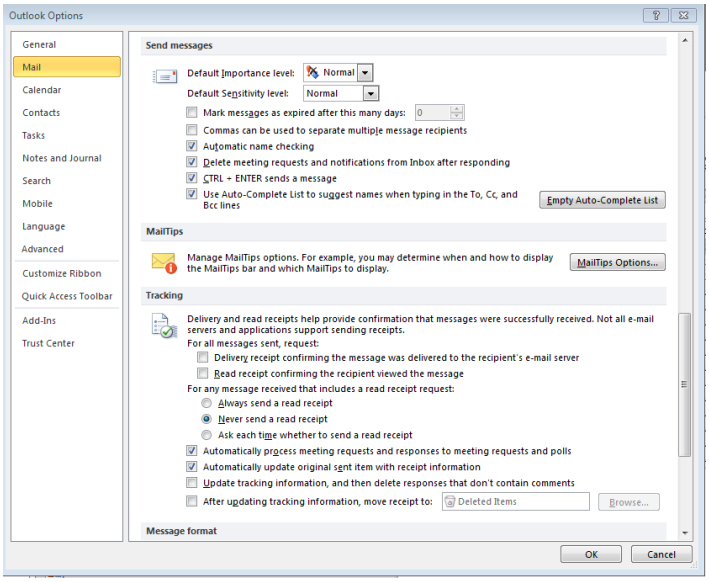
Allowing Commas in Outlook E-mail Addresses to Facilitate Banner Class Email

1. From Outlook select **File, Options**

2. In the Outlook Options menu, select **Mail**

3. Scroll down to the **Send Messages** section

4. Put a check next to **Commas can be used to separate multiple message recipients**