Changing Commas to Semicolons in Outlook

Banner Interact separates email address with commas however Outlook uses semicolons as its separator by default. Outlook does have the ability to accept email lists separated with commas. To do so you will need to set a checkbox option.

The steps are:

- On the tool bar click on Tools
- On the dropdown menu click on Options....
- On the Options Preferences menu click on the E-mail Options... button
- On the E-mail Options menu click on the Advance E-mail Options... button
- On the Advanced E-mail Options menu check the box to allow comma separator