Emailing an entire class

How may I email my entire class?

These instructions assume you have already logged in to D2L and entered the course in which you wish to work.

1. Click on "Communication" in the navigation bar.
2. Select "Classlist" from the menu that opens.
3. On the Classlist page, click the "Email Classlist" button.
4. On the Email Classlist page, click the "Send Email" button.
5. In the "Compose New Message" window that opens:
   a. Type a subject for your message.
   b. Type your message.
   c. Click the "Send" button.

For privacy reasons, email sent from D2L uses blind carbon copy (BCC) by default. For more information, please see: Email rate limiting and delays.