

# Emailing an entire class

How may I email my entire class?



## FERPA Reminder

[FERPA regulations](#) prohibit any type of "posting" of student grades where others have access to them. This applies even if a unique, non-identifying number is used to "mask" each student. Also, grades should never be posted on a non-University approved source such as Google Docs or sent within a list of grades via a mass email. If you have any questions regarding the FERPA requirements, please contact [Registrar Alison Hutchinson](#).



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](#).