Emailing an entire class

How may I email my entire class?

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**Emailing using the Email Classlist Button**

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.

   ![Email Classlist Button](image)

   a. Note that the Email Classlist button will format an email to all users on the classlist regardless of the number of users currently displayed on the classlist page.
   b. Note that the Email Classlist button will format an email to all users on the classlist regardless of role, i.e. student and instructor.

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.

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**Emailing one or more people after isolating by role in the course.**

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.
   a. By default D2L will display "All" users regardless of role in the course. Click "Students" or "Instructors" tab to see a list of users with that role.
   b. By default D2L will only initially display up to 20 users. Set the "number per page" dropdown field, located at the bottom of the page, to display all the users at one time if needed.

   ![Classlist Page](image)

3. On the **Classlist** page:
   a. Locate the first person you wish to email.
   b. Check the box to the left of their name.
   c. Locate and check the boxes for all the other people to whom you want to send this email message.
d. Check the box at the top of the list of people to select all people displayed on the page at once. This will only select class members displayed on the page. It will not select class members from other pages if the "number per page" filter will not allow for the entire enrollment to display on a single page.

e. Click the Email button above the list of class members.

4. 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 Brightspace uses blind carbon copy (BCC) by default. For more information, please see: Email rate limiting and delays.