Emailing from the classlist

How do I email someone in my class?

To email other people in one of your courses, use one of the methods below. Note that by default, the classlist will display up to 20 users at one time. You may need to advance to a different page to locate a specific person or set the # per page field to display all people in the class at once.

Emailing one person

1. Click on **Communication** in the navigation bar.
2. Select **Classlist** from the menu that opens.
3. On the **Classlist** page:
   a. Locate the person you wish to email.
   b. Click the (downward arrow) next to the person’s name.
   c. Select **Send Email** from the menu that opens.
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.

Emailing one or more people

1. Click on **Communication** in the navigation bar.
2. Select **Classlist** from the menu that opens.
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. 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.

See also:

- Emailing an entire class

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