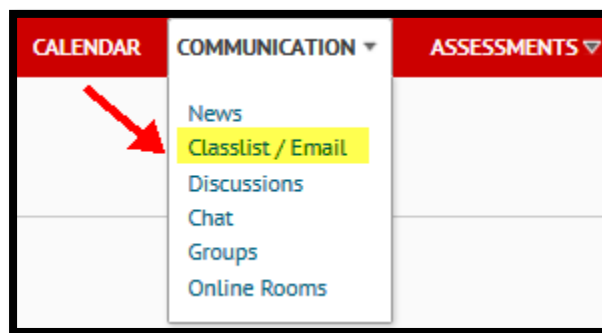


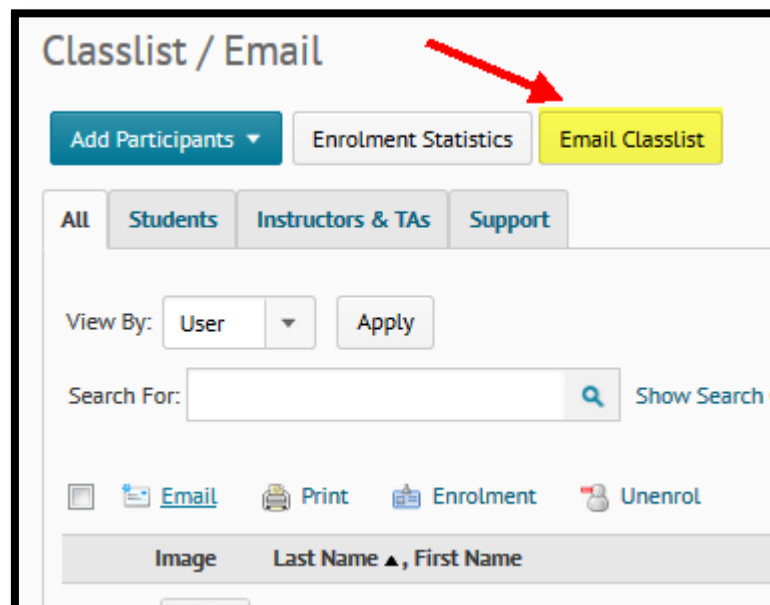
There are multiple ways to send emails to users (e.g. Instructors, Students, TA's, etc.) who are enrolled in your D2L course. This guide will show you several preferred methods:

A) SEND TO ALL USERS

1. Go to the D2L course that you wish to send the email from.
2. Click on **Communication** on the red navbar, then select **Classlist / Email**.



3. Click on the **Email Classlist** button. (NOTE: Other options shown in the screenshot may not be available, depending on your role in the course.)



4. Click on the blue **Send Email** button

Email Classlist

All Students Instructors & TAs Support

View By: User Apply

Search For: Show Search Options

Last Name ▲, First Name	Org Defined ID	Email	Role	Last Accessed
[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blurred]

Send Email Close

5. Enter the **Subject**. By default, it will show your D2L course name. We recommend that you keep this information and simply enter additional text after the title. Compose your message in the **Body** field. In the **To** field, you may manually enter your email address, but it is not necessary, as the system will by default send a copy of the message to your email inbox. Click the **Send** button when done.

Compose New Message

Send Address Book

To

Cc

Bcc

Subject D2L Sandbox :

Body

Compose your email message here ...

Priority Normal

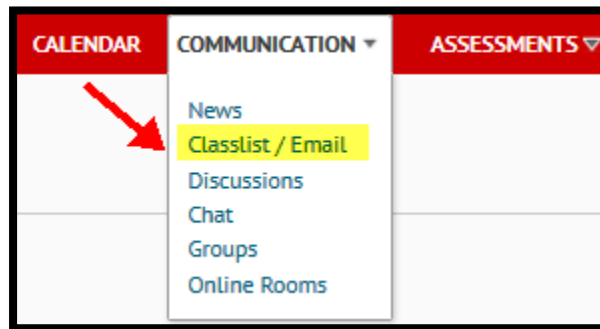
Attachments

Drop files here, or click below!

Cancel

B) SEND TO SELECTED USERS

1. Go to the D2L course that you wish to send the email from.
2. Click on **Communication** on the red navbar, then select **Classlist / Email**.



3. By default, D2L only shows 20 users on the **Classlist**, so you might want to change the display to *200 per page* first. Using the *checkboxes*, select the names of individuals you wish to send the email to, then click on the **Email** link.

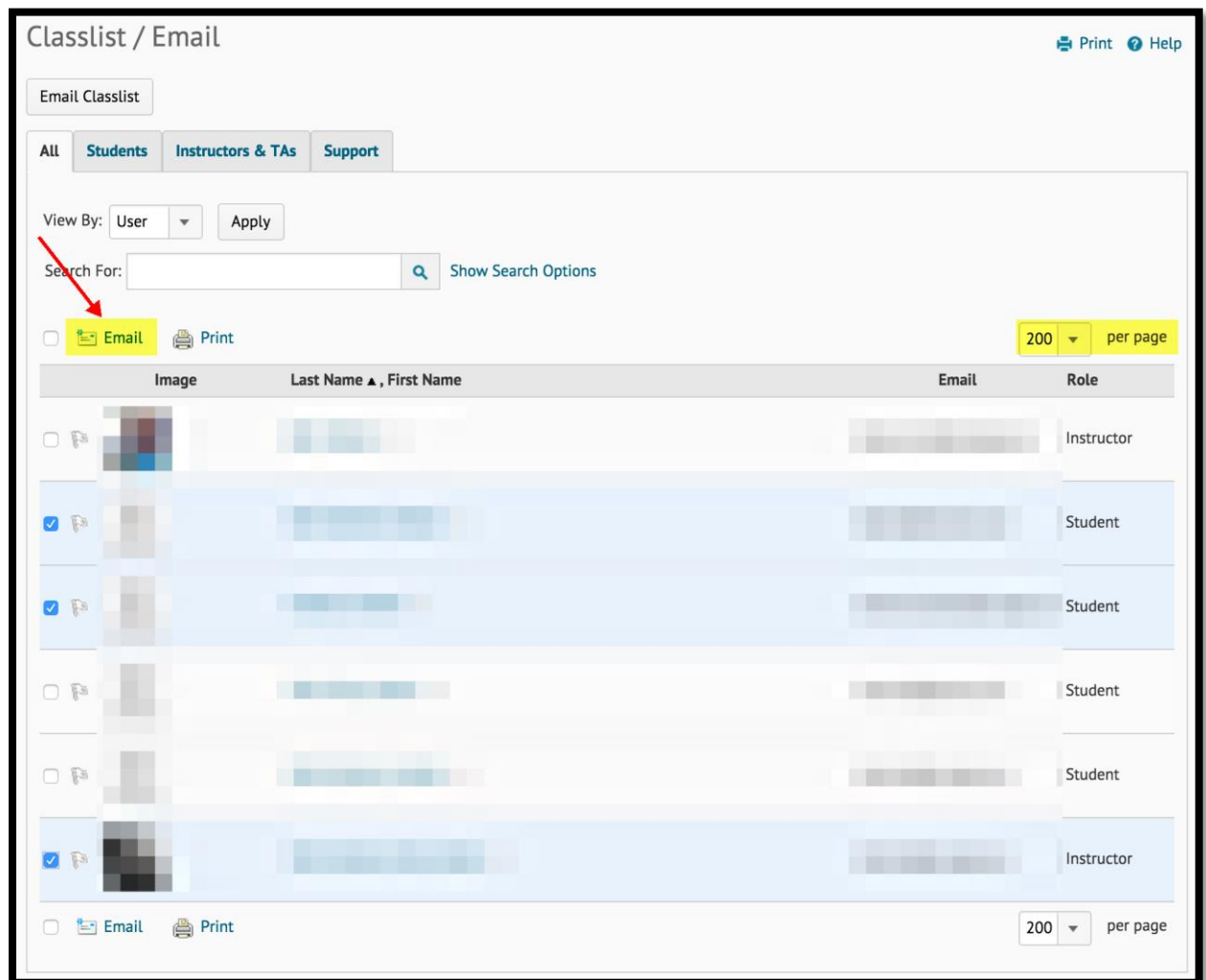

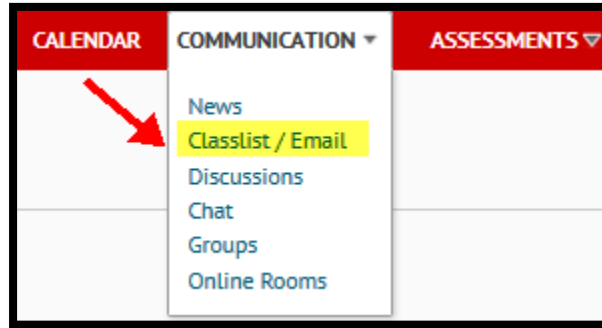
A screenshot of the 'Classlist / Email' interface. The page title is 'Classlist / Email' with 'Print' and 'Help' links. Below the title is a search bar and a 'View By' dropdown set to 'User'. A red arrow points to the 'Email' button in the top left of the list area. The list has columns for 'Image', 'Last Name ▲, First Name', 'Email', and 'Role'. There are six rows of users, with the first, third, and sixth rows selected (checkboxes checked). The 'per page' dropdown is set to '200'.

	Image	Last Name ▲, First Name	Email	Role
<input type="checkbox"/>		[blurred]	[blurred]	Instructor
<input checked="" type="checkbox"/>		[blurred]	[blurred]	Student
<input checked="" type="checkbox"/>		[blurred]	[blurred]	Student
<input type="checkbox"/>		[blurred]	[blurred]	Student
<input type="checkbox"/>		[blurred]	[blurred]	Student
<input checked="" type="checkbox"/>		[blurred]	[blurred]	Instructor

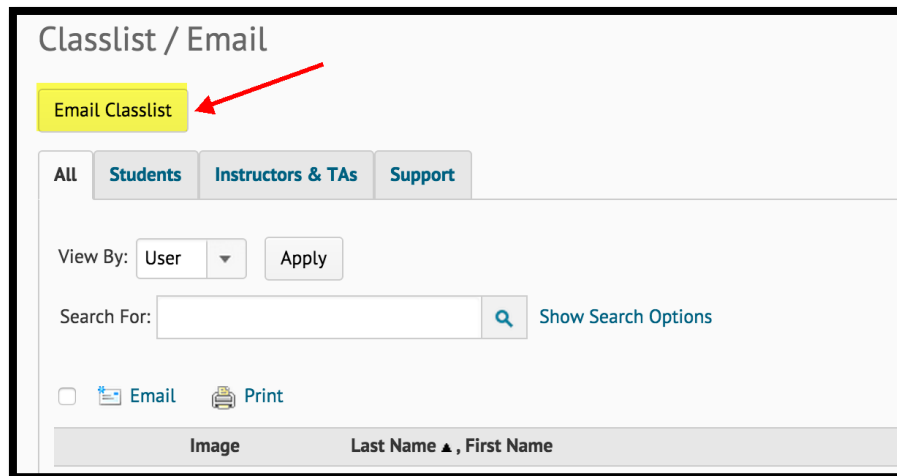
4. Compose your message and click on the  button.

C) SEND TO A SPECIFIC USER GROUP

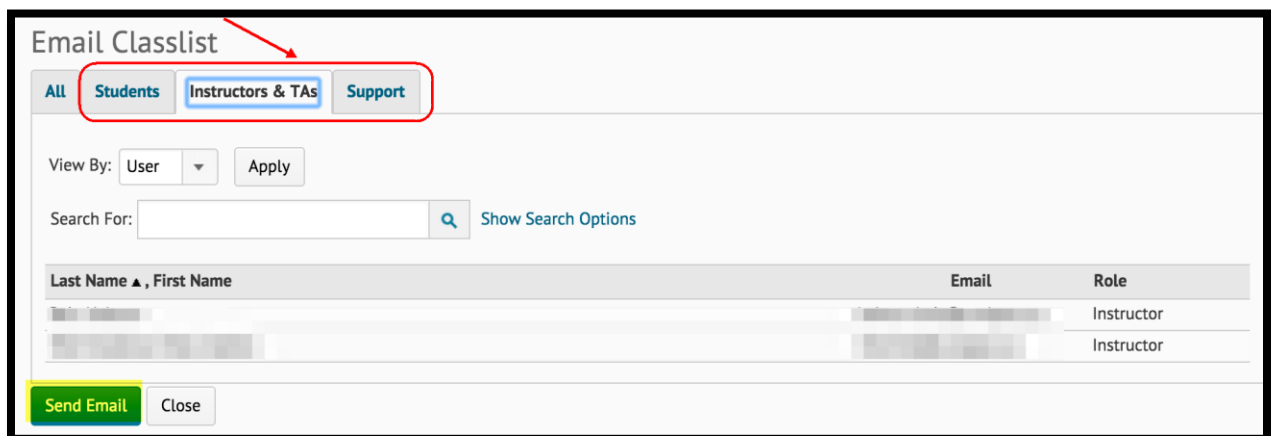
1. Go to the D2L course that you wish to send the email from.
2. Click on **Communication** on the red navbar, then select **Classlist / Email**.



3. Click on the **Email Classlist** button



4. Select the *User Group* that you wish to send the email to, e.g. *Instructors & TAs*, then click on the **Send Email** button.

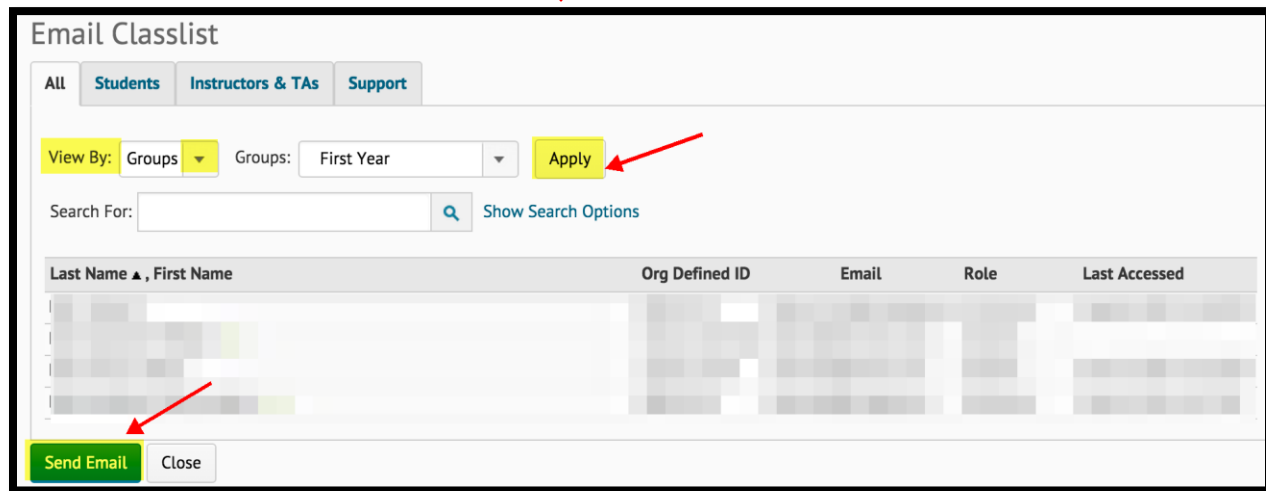
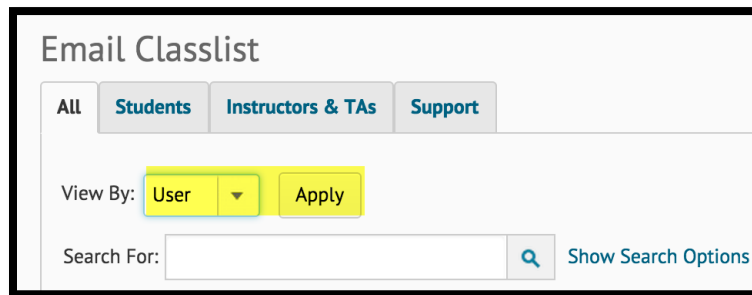


5. Compose your message and click on the **Send** button.

D) SEND TO USERS IN A PARTICULAR GROUP OR SECTION

(NOTE: Some options may not be available, depending on your role in the course.)

1. Go to the D2L course that you wish to send the email from.
2. Click on **Communication** on the red navbar, then select **Classlist / Email**.
3. Click on the **Email Classlist** button.
4. By default, *All Users* in the course are displayed. Filter your view by using the **View By** drop-down menu, choosing your *Section/ Group* and clicking on the **Apply** button.



5. Once you have made your *Section/ Group* selection, click on the **Send Email** button.
6. Compose your message and click on the **Send** button.

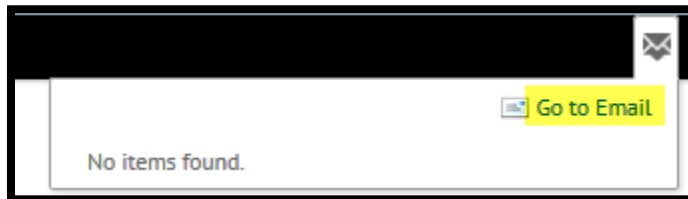
NOTE: It is important to know that D2L remembers your last selection/ filter setting. If you wish to send an email to the whole class next time, remember to change the **View By** option back to **User** and click **Apply**.

TIP: WANT TO SEE A RECORD OF WHAT YOU HAVE SENT FROM D2L?

1. Click on the Envelope (Message Alerts) icon at the top right-hand corner.



2. Click on the Go to Email link.



3. Click on the Sent Mail button.



4. D2L will show you the history of messages that were sent out from the system. Click into the specific email thread to see more details.

