How to Send Email in D2L

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:
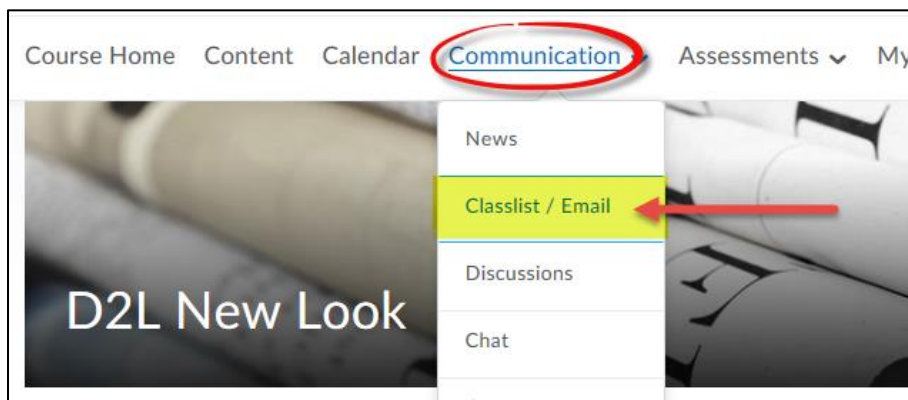
Send to all users
Send to selected users
Send to specific user group
Send to users in a specific group or section
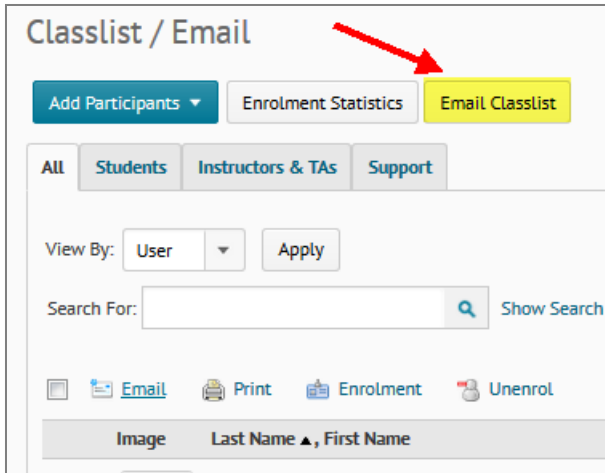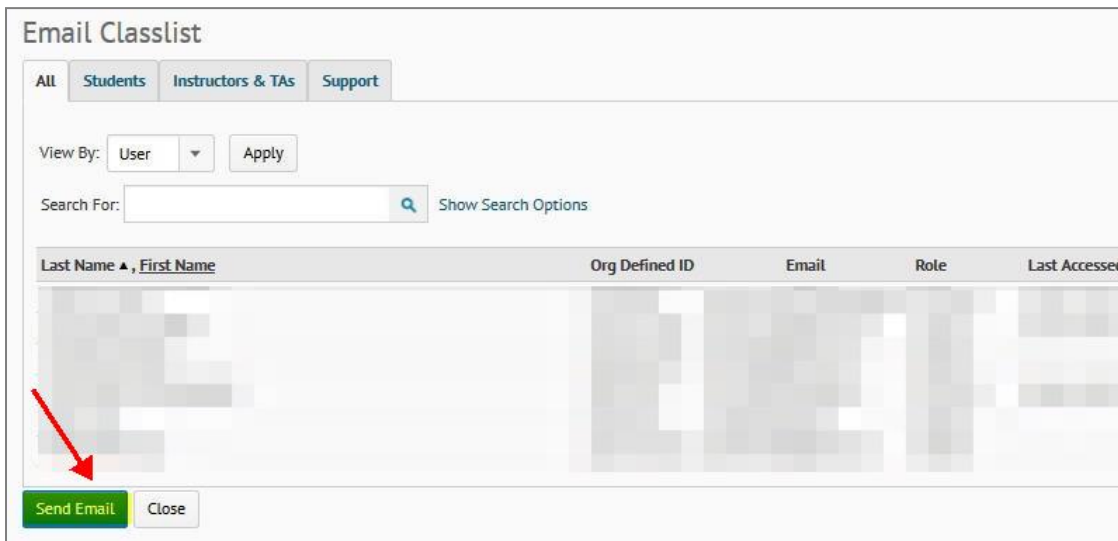View sent email items

A) SEND TO ALL USERS

1. Go to the D2L course that you wish to send the email from.

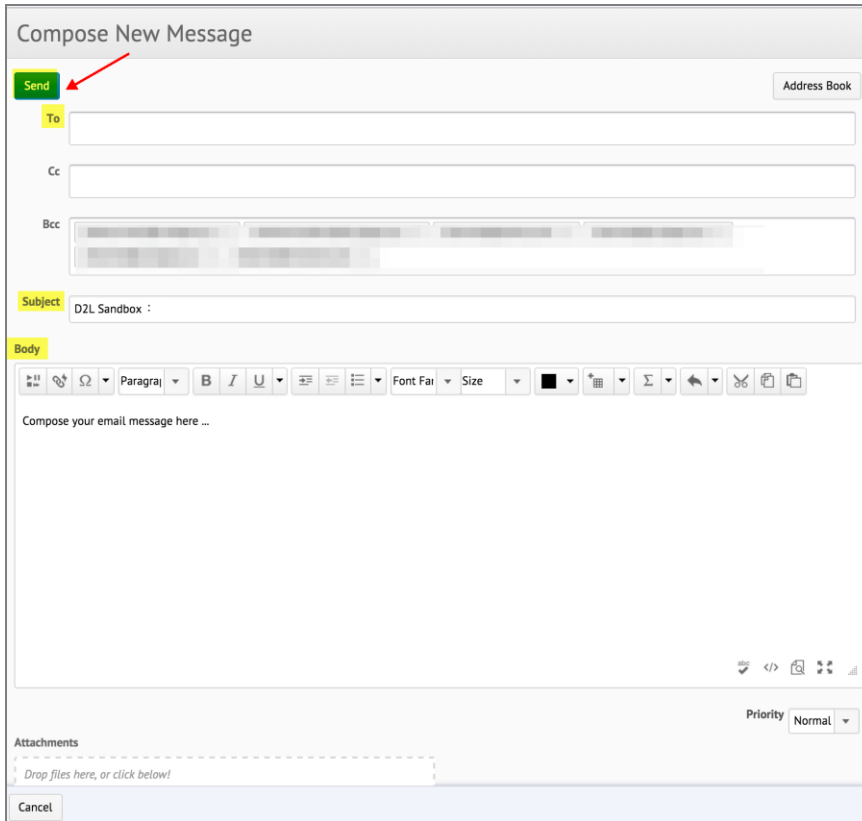2. Click on **Communication** on the navbar, then select **Classlist / Email**.

3. Click on the **Email Classlist** button. (<u>NOTE</u>: 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

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.

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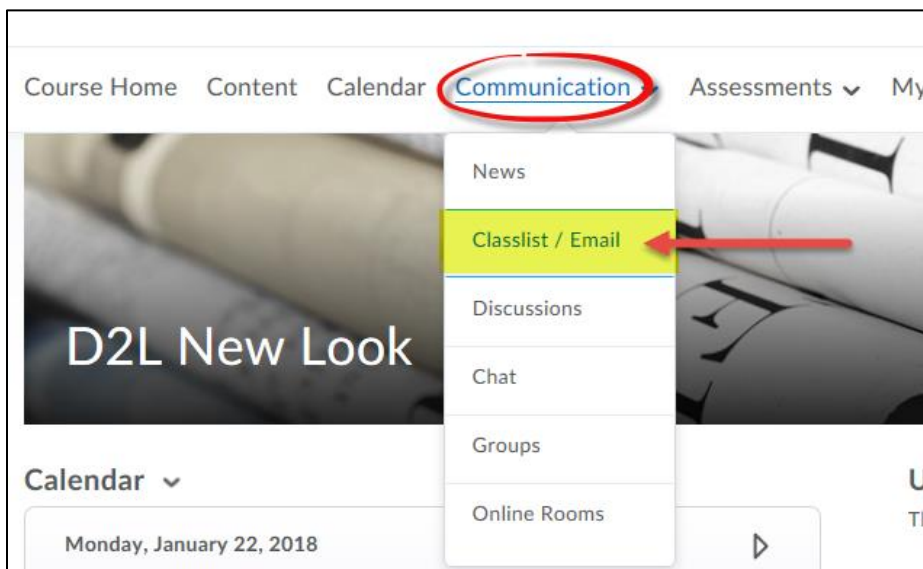
3. By default, D2L only shows 20 users on the **Classlist**, so you might want to change the display to *200 per page* first. Using the *checkboxes*, select the names of individuals you wish to send the email to, then click on the **Email** link.
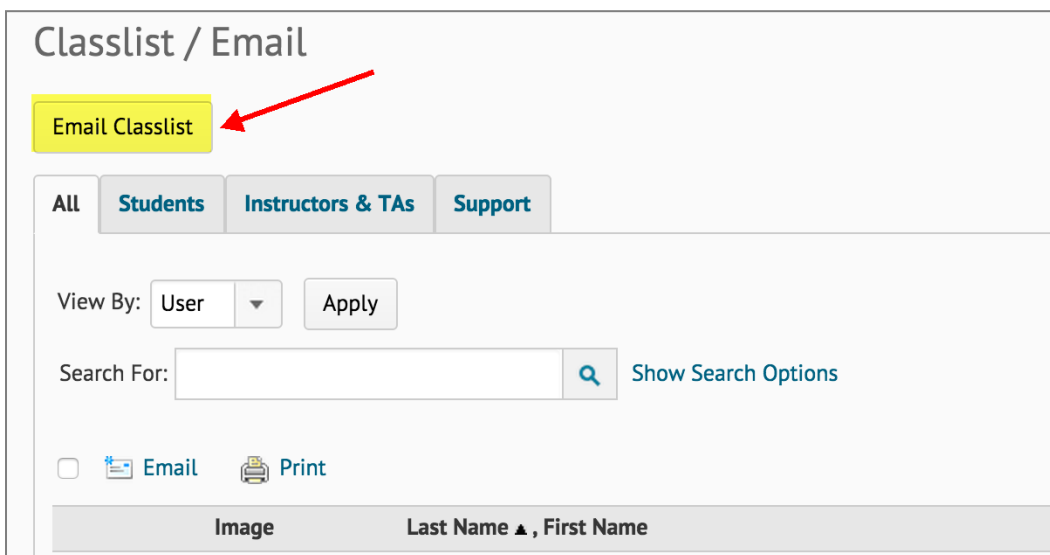

4. Compose your message and click on the **Send** button.
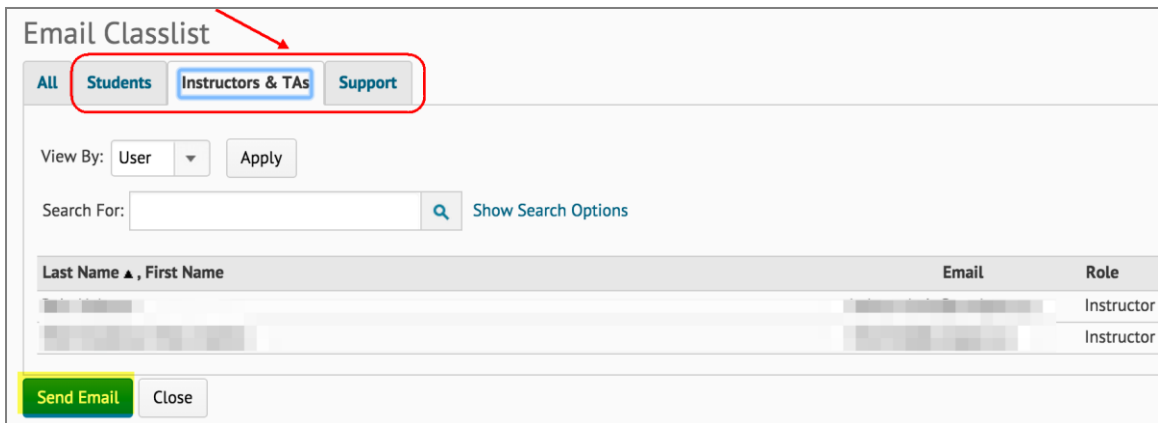
C) SEND TO A SPECIFC USER GROUP

1. Go to the D2L course that you wish to send the email from.

2. Click on **Communication** on the navbar, then select **Classlist / Email**.
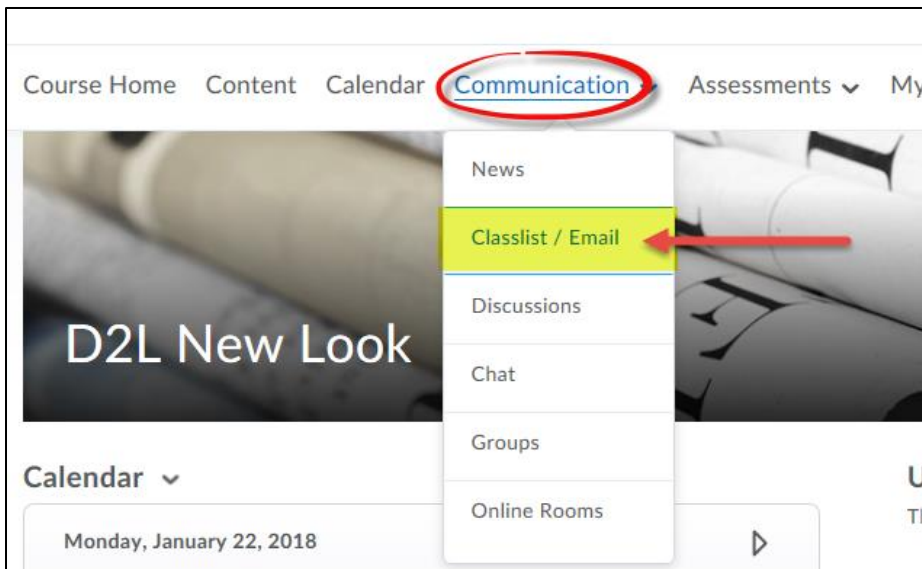
3. Click on the **Email Classlist** button

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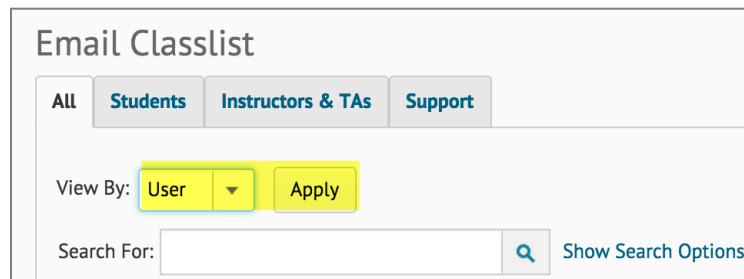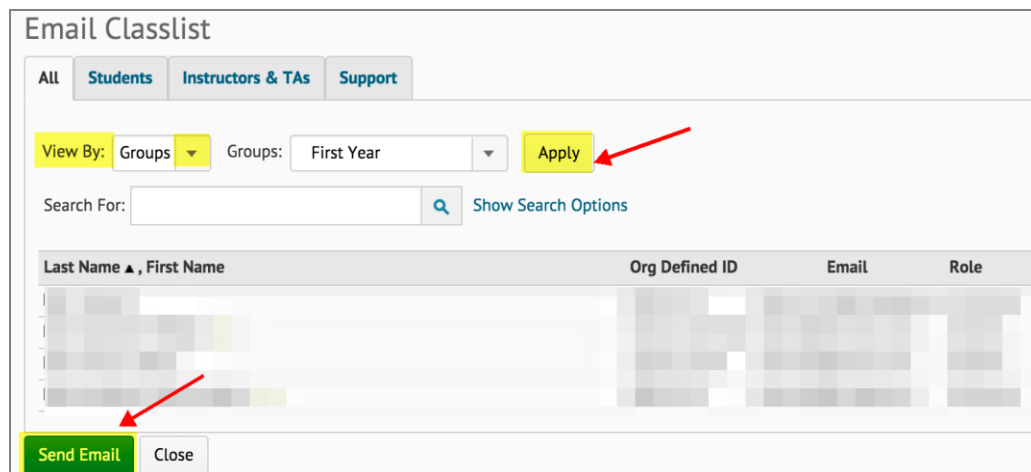
5. Compose your message and click on the Send button.

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 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 (**Unread Mail Alert**) icon at the top right-hand corner.
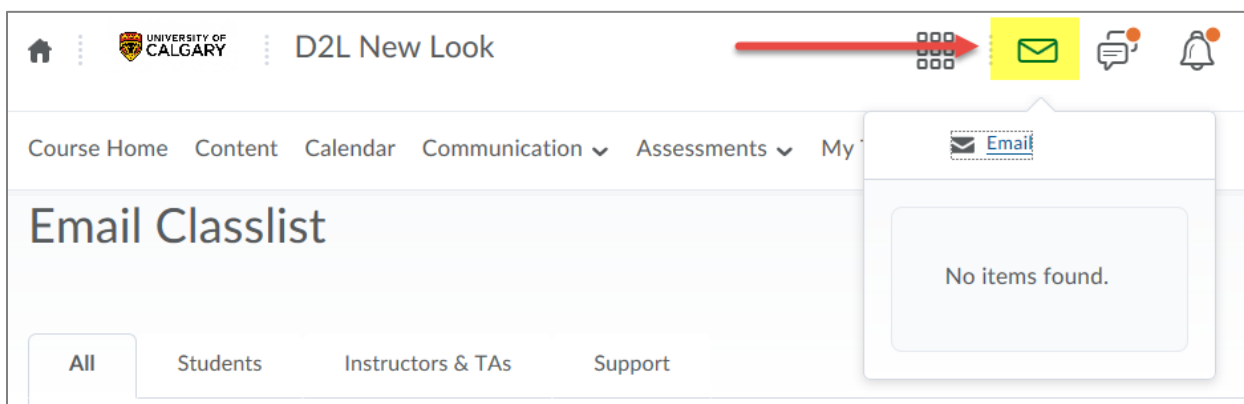
2. Click the **Email** link to go to email.

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.