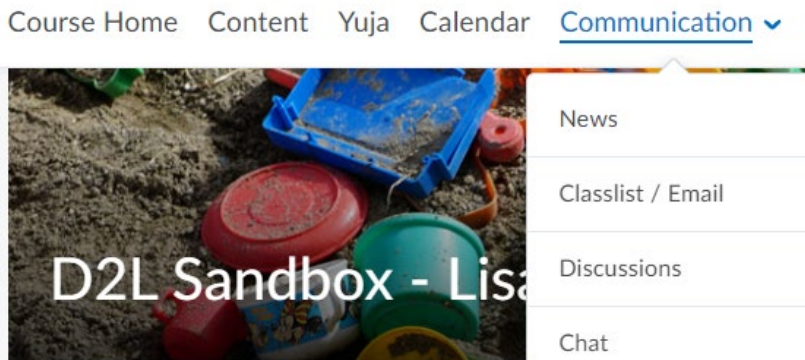


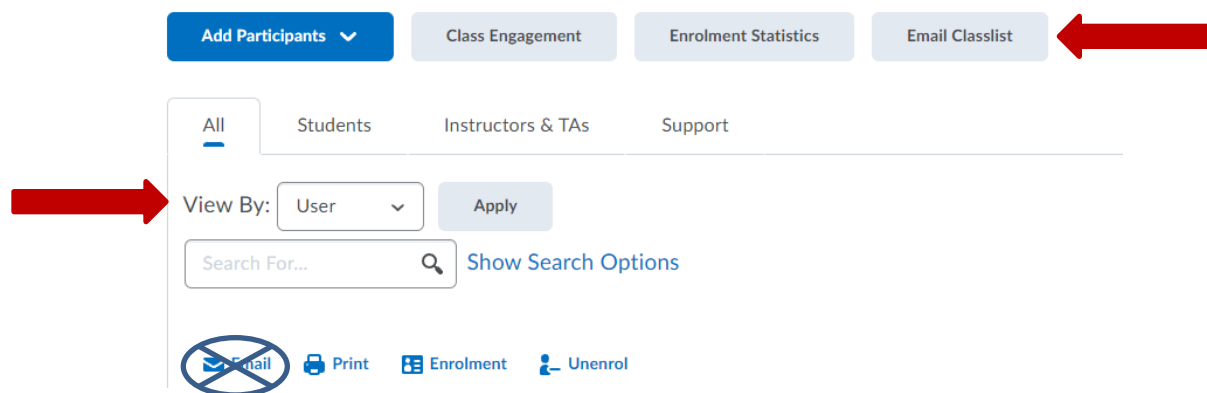
## How to Email your Whole Class in D2L

1. In your class's D2L site, click "Communication" and then in the drop down menu select "Classlist/Email".



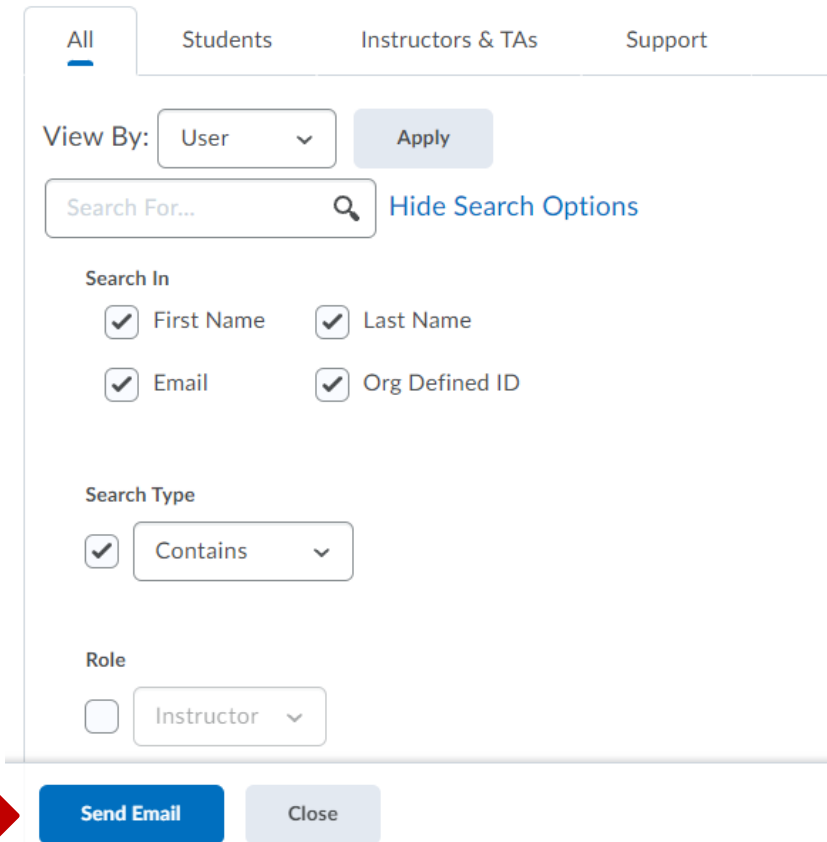
2. Click on the "Email Classlist" button near the top. **Note: do not select students and click "Email."** If your class is large then this will only send an email to the students currently displayed on that page. Clicking "Email Classlist" ensures that everyone in the class gets the email.

### Classlist / Email



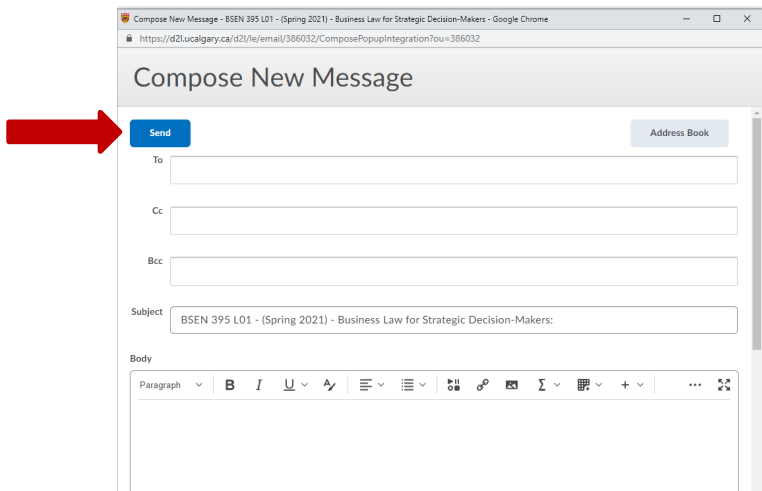
- After you click “Email Classlist,” you will be taken to a new page. Ensure that you are “viewing by user” if you wish to email the entire class.

## Email Classlist



The screenshot shows the 'Email Classlist' interface. At the top, there are tabs for 'All', 'Students', 'Instructors & TAs', and 'Support'. Below these, there is a 'View By:' dropdown menu set to 'User' and an 'Apply' button. A search bar labeled 'Search For...' is present, along with a 'Hide Search Options' link. Under 'Search In', there are four checkboxes: 'First Name', 'Last Name', 'Email', and 'Org Defined ID', all of which are checked. Under 'Search Type', there is a checkbox checked and a dropdown menu set to 'Contains'. Under 'Role', there is a checkbox unchecked and a dropdown menu set to 'Instructor'. At the bottom, there are two buttons: 'Send Email' (highlighted with a red arrow) and 'Close'.

- Scroll to the bottom of the list of students and click on the blue Send Email button
- In the new window that opens, enter a subject, your email text, any necessary attachments, and then click the blue “Send” button



The screenshot shows the 'Compose New Message' window. At the top, there is a title bar and a URL. Below the title bar, there is a 'Send' button (highlighted with a red arrow) and an 'Address Book' button. The form includes fields for 'To', 'Cc', 'Bcc', and 'Subject'. The 'Subject' field is pre-filled with 'BSEN 395 L01 - (Spring 2021) - Business Law for Strategic Decision-Makers:'. Below the subject field is a 'Body' section with a rich text editor toolbar and a text area for composing the message.