SEND AN EMAIL TO THE ENTIRE CLASSLIST

1. In the Navbar of the course, click on Classlist

2. At the top of the page, click on Email Classlist. A list of the individuals that the email will be sent to is presented

3. Next, click on Compose Email

Total Users: 5

Compose Email  Close
4. The Bcc field will automatically be populated with the email addresses of all of the individuals in your course. Add additional recipient email addresses to the list by separating them with a semi-colon. To remove someone from the list, click on the X associated with that individual.

**Note:** We recommend keeping all email recipients in the Bcc field so that individual users are not identified within email communications. This is especially important when sensitive information is being sent (e.g. requesting that several students meet with you regarding their performance)

5. The Subject line will be automatically populated with the course name followed by a colon.

**Tip:** You can modify the Subject as you see fit, but keep in mind that it is useful to leave the course code in to help students identify what course the email refers to. Using something consistent in the Subject line can also provide you with a way to easily organize your emails within the Microsoft exchange platform.

6. Fill in the email Body using the HTML editor to add in images, attach documents, link to webpages, and link to material within the course (e.g. a quiz).

**Tip:** Linking directly to a course item like an assignment is a great way to remind students of an upcoming due date, while pointing them to its location! We also recommend sending a test copy of the email to yourself to make sure that it displays the way you want it to, before sending it off to all course users.

7. Scroll up and click on Send

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August 8, 2020
SEND AN EMAIL TO AN INDIVIDUAL STUDENT OR SEVERAL STUDENTS

1. In the Navbar, click on Classlist.

2. Check off the box beside the user(s) that you wish to contact.

3. Then, click on Email.

4. The Bcc field will automatically be populated with the email address(es) of the individual(s) you selected to email. Add additional recipient email addresses to the list by separating them with a semi-colon. To remove someone from the list, click on the X associated with that individual.

Note: We recommend keeping all email recipients in the Bcc field so that individual users are not identified within email communications. This is especially important when sensitive information is being sent (e.g. requesting that several students meet with you regarding their performance).
5. The **Subject** field will automatically be populated with the course name followed by a colon.

**Tip:** You can modify the **Subject** as you see fit, but keep in mind that it is useful to leave the course code in to help students identify what course the email refers to. Using something consistent in the **Subject** line can also provide you with a way to easily organize your emails within the Microsoft exchange platform.

6. Fill in the email **Body** using the HTML editor to add in images, attach documents, link to webpages, and link to material within the course (e.g. a quiz).

**Tip:** Linking directly to a course item like an assignment, is a great way to remind students of an upcoming due date, while pointing them to its location! We also recommend sending a test copy of the email to yourself to make sure that it displays the way you want it to, before sending it off to all course users.

7. Scroll up and click on **Send**.