

Overview

Updated 07/25/2016. Version 10.6.x

You can send email to your students through D2L, either to the entire class at once or to individual students. When you send an email, a copy will be sent to the email address you have listed in SIUonline for your records, and if a student replies to the email, their response will be sent to that email address as well. Make sure your SIUonline profile email address is accurate.

How to Access Email

Email is accessed through the Classlist. Click **Track** in your course navigation bar, then click **Classlist**.

For more D2L resources, go to <http://cte.siu.edu/idblog/instructor-resources/d2l-resources-instructors/>.

Sending an Email to Your Entire Class

1. Select **Classlist** from the Track dropdown menu in your course navigation bar.
2. Click the **Email Classlist** button (Figure 1).
3. Click **Send Email** at the bottom. A new window will open for you to compose your message.
4. Enter your subject and message in the appropriate fields.
5. If you would like to add an attachment, click **Upload** at the bottom of the screen and locate the file on your computer.
6. Click **Send** on the top-left corner of the page when you are done composing your email (Figure 2). The email will be sent to everyone in your course.

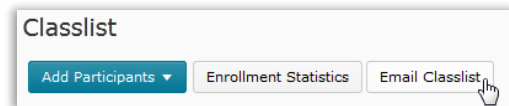


Figure 1

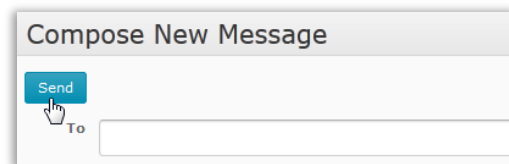



Figure 2

Note: By default, student email addresses go in the “BCC” field. This will prevent students from using “Reply All” and having their response go to the entire class. You do not need to put anything in the “To” field.

Sending an Email to Selected Students

1. Go to the “Classlist” page.
2. Select the checkbox next to the names of students you want to email.
3. Click  **Email** at the top of the list (Figure 3).
4. Enter your subject and message in the appropriate fields.
5. If you would like to add an attachment, click **Upload** at the bottom of the screen and locate the file on your computer.
6. Click **Send** on the top-left corner of the page when you are done composing your email (Figure 2). The email will be sent to the students you selected.

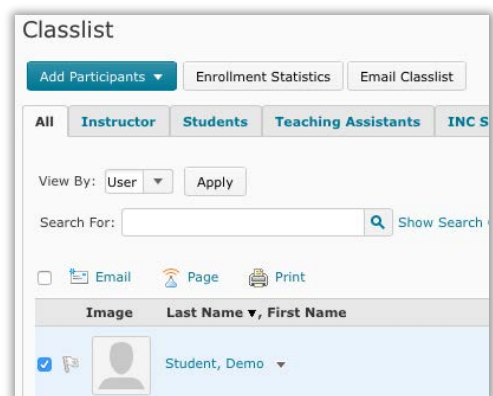


Figure 3

