1. Log into your course

You can select from your list of courses or type your course number in the search box.
2. Click communications
3. Click Classlist
4. Click Email Classlist
5. Emailing the whole class- Click All, Instructors, or Students

All- Students, Teaching Assistants, Instructors, and anyone else who has been granted access to the course will receive the email.

Instructors- Only individuals that have instructor access will receive the email.

Students- Only individuals enrolled as students will receive the email.
6. Emailing individuals - Type the name of the individual in the search box and click apply.

You may search by individuals by typing the name of in the search box.

Click Show/Hide Search Options to expand or minimize search options if necessary.
Emailing your class list (whole class, small groups, and individuals)

7. Emailing groups- Click the down arrow in the "View By" dropdown menu

Emailing groups- 1. Click Groups and 2. Click Apply

![Classlist screenshot showing steps 1 and 2: View By: Groups and Apply]
8. Emailing groups - Click the Group drop down menu

Select the appropriate group and click apply

![Image showing the Group drop down menu with 'Group 2' selected]
9. Click Email

First click the box to check all the students within the specific group

Second click Email
10. **Compose your message and click send**

1. Type your message
2. Your email will always place the recipients in the BCC row.
3. Add a subject
4. (OPTIONAL) You can attach files to the message
5. Click send