The email tool in D2L is configured as send-only. **You cannot receive any email messages within D2L**. Students will use your Clarion email for receiving email from students in your courses.

Sending Email from Your D2L Course

- 1. Log into D2L and enter your course.
- 2. In the Navbar at the top of the page, click the Classlist link under the drop down menu in the Communication tab.



- 3. The Classlist tool will list all the students in your course.
- 4. To email all students in your course, select Email Classlist.

		- Al later				
		Finance Fire. P. Show Search Options				
		Lout Name, First Name	Deal		Last Accessed	
		Callander, Kylene	K.D.Callander@eagle.clarion.edu	Instructor	Dec 21, 2017 4:17 PM	
		Echer, Jollony	eicher@clarion.edu	Instructor	Dec 13, 2017 4:23 PM	
	Fleisher, Lyrine	Maisher@clarlon.edu	Instructor			
ntent Assessments - Communication - Resources - Course Admin	Fye, Allion +	A.J.Fye@eagle.clarion.edu	Instructor	Jan 3, 2018 12:52 PM		
lasslist	🖨 Print 🥥 Mette	Gent, Panela	gent@clarkes.edu	Instructor		
		Kelly, Deborsh	dially@clarion.adu	Instructor		
Add Participants 🗸 Enrolment Statistics Email Classifit	Kawho, Myrna	kuehn@clarion.edu	Instructor			
	Lillarit, Linda	Bilard@clarion.edu	Instructor	Dec 31, 2017 8:36 AM		
e sust	McCollough, John	jmcculough@clarion.edu	Instructor	Dec 21, 2017 9:29 AM		
P Hide Search Options		O'Donnell, Kathleen	kodonsell@clarion.edu	Instructor		
Search In	Schwabenhauer, Paige 🔸	P.N.Schwabenhauen@wagle.slarion.edu	Instructor	Dec 20, 2017 4:19 PM		
First Name Last Name	Student LTC1	daugefilic larion edu	Student			





OR

5. To email specific student(s), select the checkbox (es) next to their names, then click the Email icon at the top or bottom of the list.

🖬 Ema	ail 🖨 Print 🖪	Enrollment 🖁 Unenroll			
	Image	Last Name 🔺 , First Name	Email	Role	Last Accessed
	P 0	Callander, Kylene	K.D.Callander@eagle.clarion.edu	Instructor	Dec 21, 2017 4:17 PM
	2	Ficher leffrev 🗸	eicher@clarion edu	Instructor	Dec 13 2017 4-23 PM

- 6. A new window will pop up. The **BCC**: field will be filled in automatically. Type the **subject** in the subject line, then type your **message** in the box provided.
- 7. The file attachments area now supports drag and drop. You can easily move files to this area for attachment.
- 8. If you want to record an audio message, click the "Record audio" button and allow Flash at the prompt. Recordings can be up to 3 minutes.
- 9. When you are ready, click the **Send** button in the upper left corner to send the email.

Compose New Message	
Sout	
Emails still populated in the BCC.	
Bcc AJ,Fye@eagle.clarion.edu <	
Subject	
Bedy B φ ⁰ Ω * Para_ * B I U * Ξ Ξ Ξ * Fort_ * S * E * R * Σ * δ * K Έ	
	* • • 6. % *
Emails now includes drag and drop attachment features.	Prietty Normal 🛩
Drop files here, or click below!	
Cancel	



