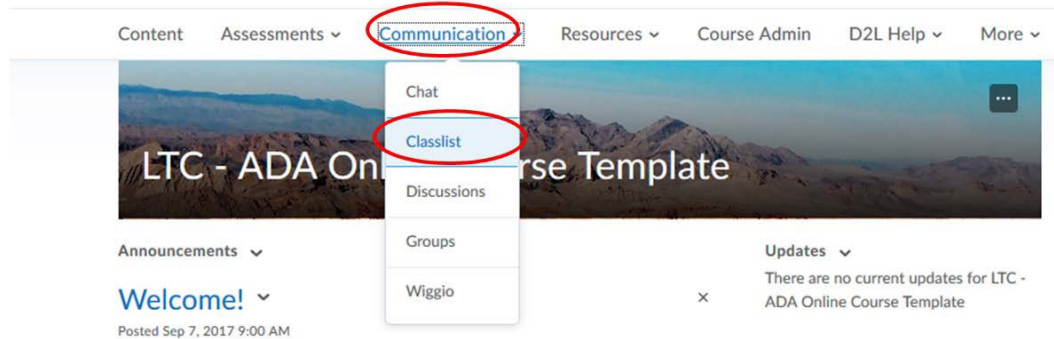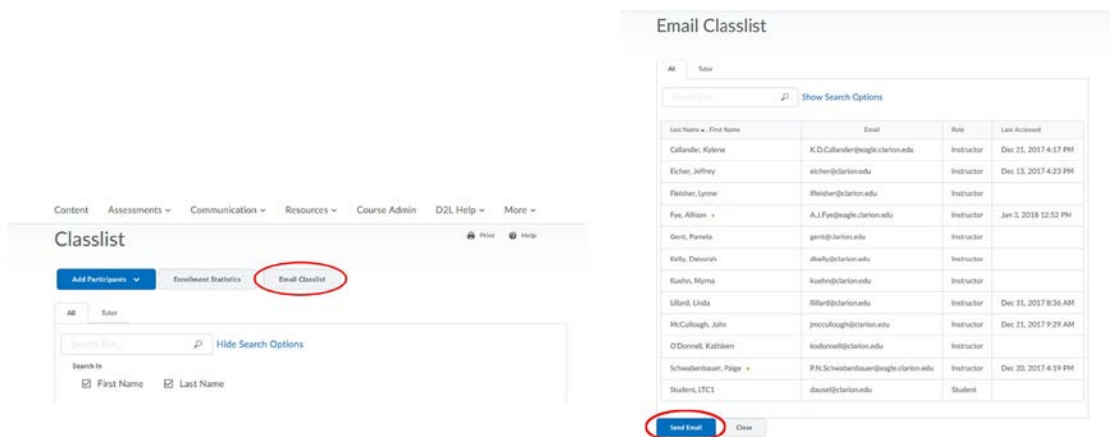# Email

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.
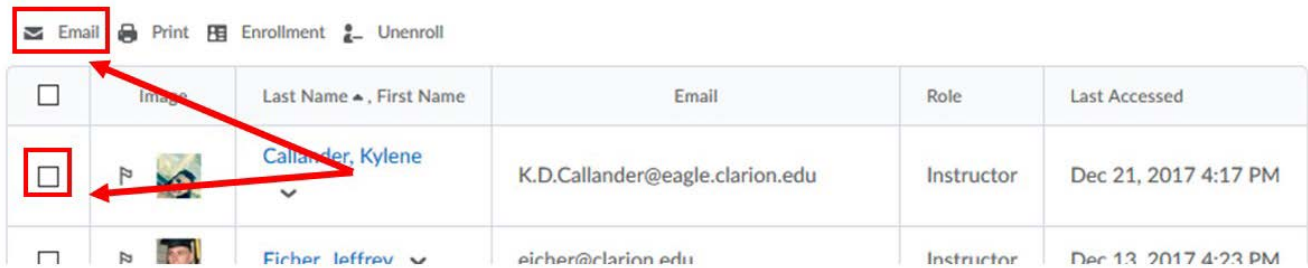

3. The Classlist tool will list all the students in your course.
4. To email all students in your course, select **Email Classlist.**

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.

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.