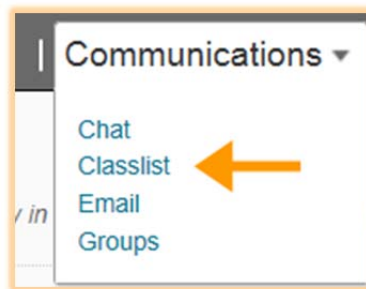


## Sending an E-mail from D2L (Student) (version 10.2)

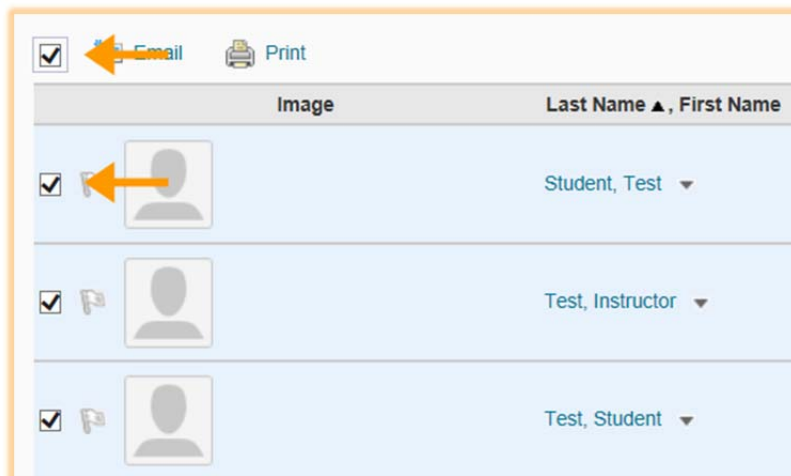
### COMMUNICATIONS/CLASSLIST

D2L allows users to send e-mail from within the system. This document outlines how to utilize the Classlist from any of your courses in order to send an e-mail. Remember, the default email address that is entered into the system is your LHU email account.

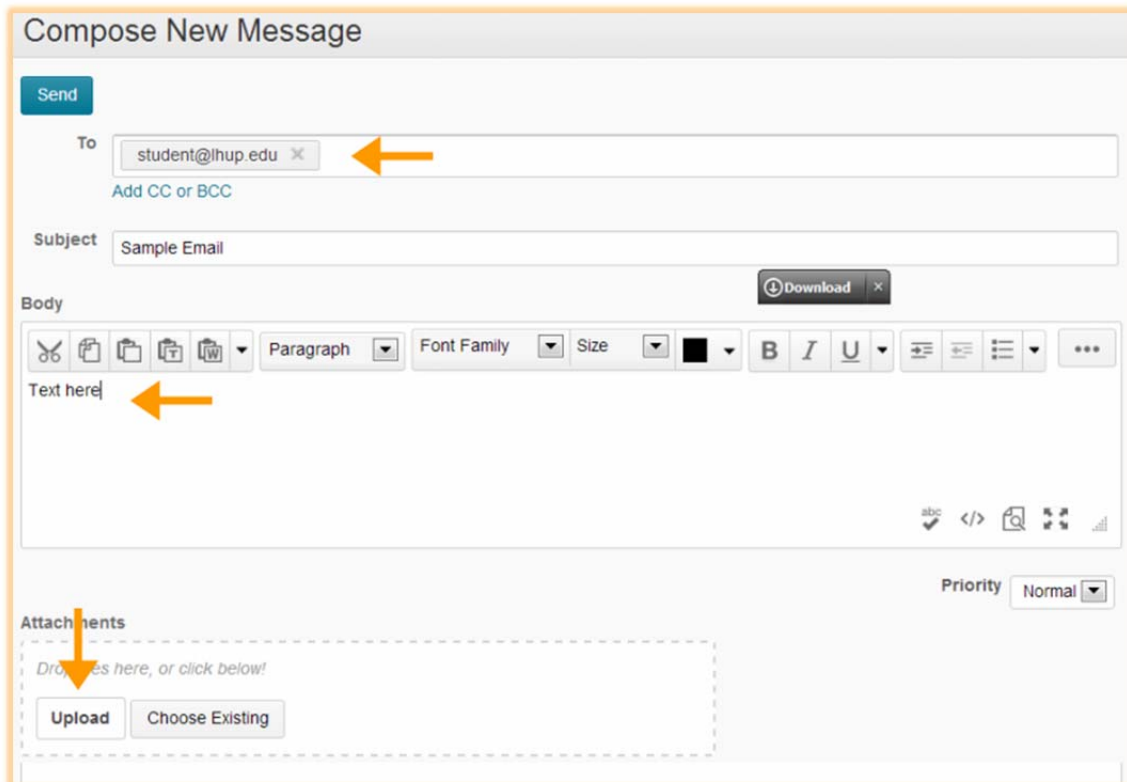
**INSTRUCTIONS:** Select **Classlist** from the Communications tab on the Course Home page.



Select the individual class members you would like to e-mail by checking the box(es) on the left side of the page. Or select the box to the left of the Email icon to send to all. Click on the [Email](#) icon after selecting your recipients.



The e-mail address of your chosen recipient(s) automatically populates in the Bcc field. Add any other recipients you would like to include, type a brief description in the Subject field, and then compose the body of your message.



If you would like to attach files to the e-mail select **Upload** and choose the file(s) you would like to add. Select **Open** to add the files to your e-mail.

Select **Send** to complete the process.

