You can use D2L to contact students, instructors, or academic assistants. Refer to the Account Settings guide to create an email signature.

**NOTE:** Sent messages do not appear in the Sent Items of your email account, but you will receive a copy in your Inbox.

### Select Users

1. Access your course and select the Classlist tab.
2. Select the checkboxes next to member(s) of your class who you would like to email.
3. Click Email, a Compose New Message window opens with the Bcc text box completed.
4. Enter a subject line, add text to the Body, and add any necessary attachments.
   - **HINT:** Click the spell check at the bottom of the Body field.
5. Click Send.

### All Users

1. Access your course and select the Classlist tab.
2. Click the Email Classlist button.
3. Click Create Message; a Compose New Message window opens with the Bcc textbox completed.
4. Enter a subject line, add text to the Body, and add any necessary attachments.
   - **HINT:** Click the spell check at the bottom of the Body field.
5. Click Send.