

# Sending email from the D2L Classlist

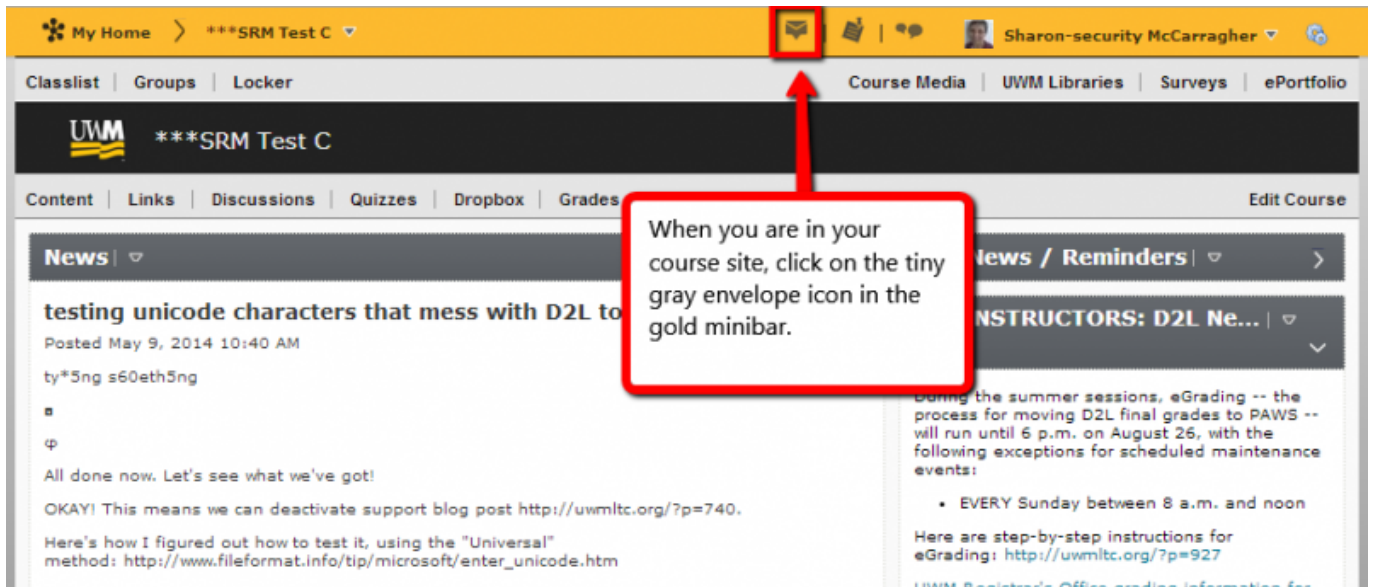
## Important notes:

- *D2L does NOT have a “sent mail” folder, so we recommend you also send yourself a copy!*
- *If you attempt to send an email message to a large number of recipients from within the D2L, the message may not be sent to all of the recipients. There is a limit of 4100 characters for the string of email addresses (strung together with a semicolon separator) in each of the “To:”, “Cc:”, and “Bcc:” fields in the email composer interface. This typically imposes a limit of 100 to 200 recipients per message sent, depending upon the lengths of the email addresses.*
  - *Workaround: Send the email message to only one page of students at a time by checking “Select all rows” and then selecting the “E-mail selected users in a new window on this page” icon.*

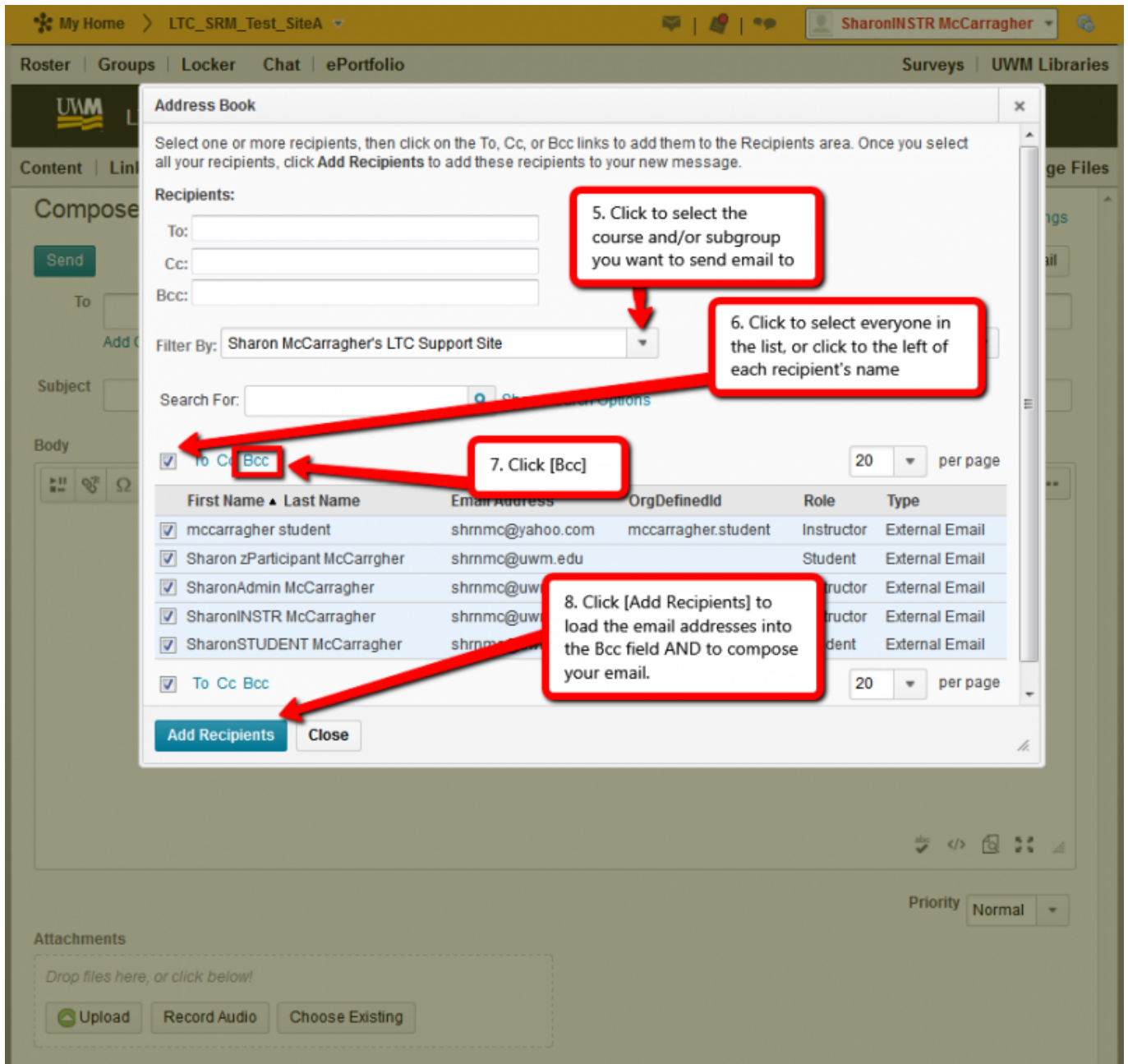
## Using “Bcc”

Emails with many recipients in the “to” field may get caught in Spam filters and not be delivered. We recommend sending the email with your OWN address in the “to” field, and putting large numbers of recipients in the “bcc” field. Here’s how:

1. **Go to the course** you want to send email from.
2. In the gold mini-bar at the top of the page, click the **tiny gray envelope** icon.



3. Click **[Go to Email]**
4. Click **[Address Book]**
5. In the popup window, click the tiny arrow in the "**Filter by**" field to reveal the dropdown menu. Choose and click to **select the course or group** you want to send email to.
6. Click to select everyone in the list, or click to the left of each recipient's name
7. Click **[Bcc]**
8. IMPORTANT!! Click **[Add Recipients]** to load the email addresses into the Bcc field AND to return to the page where you will **compose** your email
9. **Send** as usual



## Emailing from the Classlist

NOTE: It is not possible to send to "Bcc" in this method.

1. Click on **[Classlist]** in the main navigation bar
2. Check the box next to the student's name or select the box at the top to select all the students in the course.
3. Click on **[Email]** above the box that contains the user names. \*The icon looks like an envelope with a blue star in the corner.\*

Classlist Print Help




**Add Participants** Enrollment Statistics Email

Students **Staff** All

View By: User Apply Filter

Search For:  Show Search Options

1   Email  Print  Enrollment  Unenroll 20 per page

Image	Last Name ▲, First Name	Username	Org Defined ID	Role	Last Accessed
<input checked="" type="checkbox"/> 	fake11, fake11 ▼	fake11	fake11	Student	Jun 21, 2012 3:26 PM
<input checked="" type="checkbox"/> 	fake12, fake12 ▼	fake12	fake12	Student	
<input checked="" type="checkbox"/> 	fake13, fake13 ▼	fake13	fake13	Student	

4. In the popup "Compose New Message" window, type the subject of the email in the [Subject:] text box.
5. Type the body of your email in the [Message:] text box
6. OPTIONAL: Click **[Browse]** or **[Choose File]** to include a file as an attachment. (a. A second popup window will appear. b. Find the desired file and select by clicking on it. c. The second popup window will disappear.)
7. Click on **[Send]**