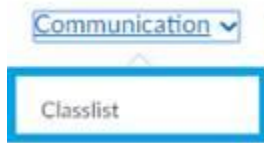
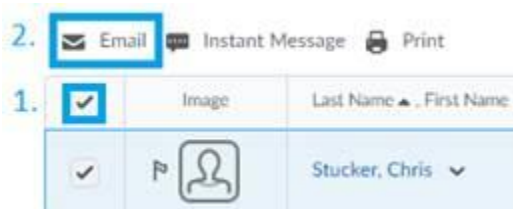


## Emailing the Classlist

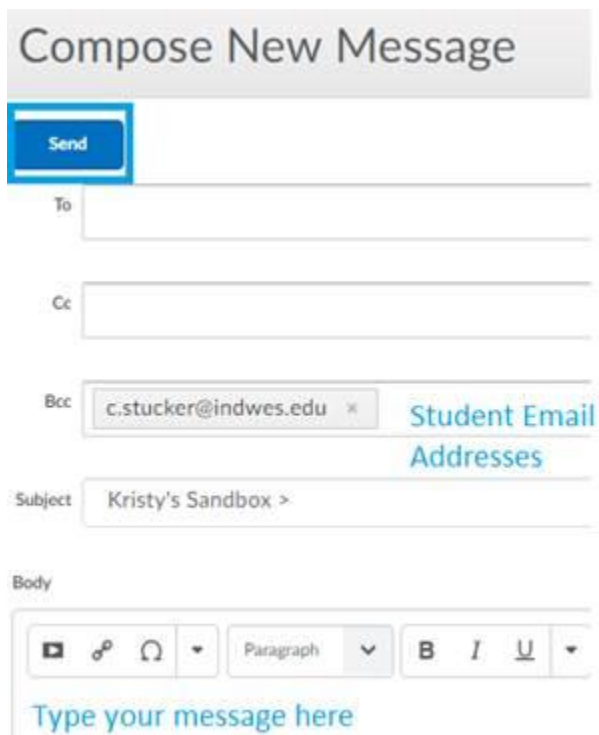
1. Select Communication → Classlist



2. Click the arrow to select all students, (or scroll through and select the student(s) you'd like to send a message to) and then click email.



3. When you click “email” all student email addresses are added to the bcc: field and the course name is listed as the subject. Type your message in the box below and click send.

A screenshot of a 'Compose New Message' form. The title 'Compose New Message' is at the top. Below it is a blue 'Send' button. The form has fields for 'To', 'Cc', 'Bcc', and 'Subject'. The 'Bcc' field contains the email address 'c.stucker@indwes.edu' and a link labeled 'Student Email Addresses'. The 'Subject' field contains the text 'Kristy's Sandbox >'. Below the fields is a 'Body' section with a rich text editor toolbar containing icons for image, link, undo, paragraph style (set to 'Paragraph'), bold, italic, and underline. The text 'Type your message here' is displayed in the body area.