**Email Using the Classlist**

1. Click on “Communication”.
2. Select “Classlist”.
3. Scroll down to the list of everyone in the course and place a check in the first box to select everyone or choose an individual by placing a check in the box next to their name. Yes, you can also click on the gray “Email Classlist” button, but there will be an extra step.



1. Once everyone is selected click on “Email”.



1. A pop up will appear. Compose your message and press the blue “Send” button at the top. You can also record an audio or video and add attachments.