Desire2Learn (D2L)
Sending E-Mail Using D2L Classlist

Instructions – Sending E-mail with D2L Classlist - Quick and Easy:

1. Launch a preferred web browser [e.g., Google Chrome, Mozilla Firefox, Microsoft Internet Explorer (IE) or Safari] and enter the **NWFSC web address** of [http://www.nwfsc.edu](http://www.nwfsc.edu) (or bookmark [https://d2l.nwfsc.edu](https://d2l.nwfsc.edu)).
2. Click the **D2L** link.
3. Log in using your **Raidernet/E-mail** credentials (omit the @nwfsc.edu in the username).
4. **Click on the D2L course name** to access the D2L course shell (virtual classroom).
   In the navbar area, click **Communications > Classlist** (or Edit Course and then Classlist).
5. **Emailing Students** - E-mail may be sent to the **Entire Classlist** or to **Individual Students**.
   a. **Email Entire Classlist** –
      i. **Click Email Classlist** or **[Check the box to the left of the Email icon]** (this selects all students) and then click the **Email icon**
      ii. Compose the E-mail message in the **Body** of the E-mail
      iii. Click **Send** to transmit the message
   b. **Email Individual Students** –
      i. **Click the individual student name** (or click the **checkbox to the left of the individual student** to E-mail and then click the **Email icon**)
      ii. Compose the E-mail message in the **Body** of the E-mail
      iii. Click **Send** to transmit the message
6. **Confirm Transmission** - To confirm the E-mail was sent, click on **My Tools > Email**, Click **Sent Mail** to view the transmitted E-mail.

Instructions with Images for Detailed Assistance:

1. Launch a preferred web browser [e.g., Google Chrome, Mozilla Firefox, Microsoft Internet Explorer (IE) or Safari] and enter the **NWFSC web address** of [http://www.nwfsc.edu](http://www.nwfsc.edu) (or bookmark [https://d2l.nwfsc.edu](https://d2l.nwfsc.edu)).
2. Click the **D2L** link.
3. Log in using your *Raidernet/E-mail* credentials (omit the @nwfsc.edu in the username).

Or

4. Click on the D2L class title to access the D2L course shell (virtual classroom).
In the navbar area, click **Communications > Classlist** (or Edit Course and then Classlist).

5. **Emailing Students** - E-mail may be sent to the **Entire Classlist**
   a. **E-mail Entire Classlist** –
      i. Click **Email Classlist** or [Check the box to the left of the Email icon](#) (this selects all students) and then click the **Email icon**
      
      ![Email Classlist Icon]
      
      ii. Compose the E-mail message in the **Body** of the E-mail (To, Bcc, Subject areas are automatically filled)
      iii. Click **Send** to transmit the message
5. **Emailing Students** - E-mail may be sent to **Individual Students**.
   b. **Email Individual Students** –
      i. **Click the individual student name** (or click the checkbox to the left of the individual student and then click the Email icon)
      
         ![Image of Emailing students]

      ii. Compose the E-mail message in the **Body** of the E-mail (To, Bcc, Subject areas are automatically filled)
      iii. Click **Send** to transmit the message

6. **Confirm Transmission** - To confirm the E-mail was sent, click on **My Tools > Email**, click **Sent Mail** to view the transmitted E-mail.