

# Send Emails in D2L using the Classlist


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Post-December 2024, emailing your instructors and your classmates via the **D2L Email Tool** will be functionally identical to how you emailed them from before. There will be no changes to the navigation when sending a mass email through the **Compose-New-Message** window. However, the email will be delivered to the recipient's LSC email in Outlook instead of their D2L Email, as the D2L Email will be retired.

The **Compose-New-Message** window can be accessed through the **Classlist** in each of your courses.

**ALERT:** With this change, the **Sent** folder in D2L Email will **no longer be available**, meaning sent emails will **not** be automatically saved. To keep a record of sent emails in Outlook, please refer to the instructions in the article, [Post-December 2024: Send a Copy of Outgoing D2L Emails to Your Outlook Inbox \(https://vlac.lonestar.edu/help/send-a-copy-of-outgoing-d2l-emails-to-your-outlook-inbox\)](https://vlac.lonestar.edu/help/send-a-copy-of-outgoing-d2l-emails-to-your-outlook-inbox).

## Send Emails to the Classlist in Bulk

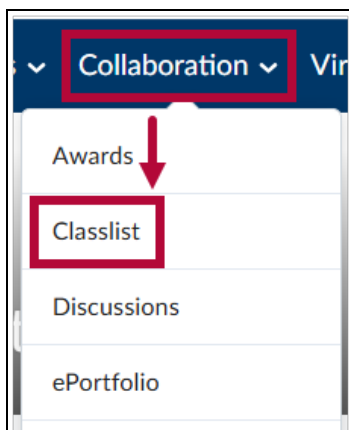
Whenever you want to send a bulk email to multiple recipients, you may recognize the small blue envelope icon  which appears in the **Classlist**. This envelope icon opens the **Compose-New-Message** window. After selecting the desired recipients using the **[Checkboxes]** on the left of their respective rows, the same email can be sent to all of them at once.

**NOTE:** It is strongly recommended to regularly review your **Outlook Spam folder** to ensure important emails have not been mistakenly filtered.




You'll notice that the email listed in the **[Bcc]** field has changed from the old D2L email to the current LSC email. Additionally, the **Subject** field will automatically default to the name of the course.





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1. Navigate to **[Collaboration]** → **[Classlist]**.



2. Select the **[Checkboxes]** for the recipients you want to send an email to, then click **[Email]**.


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<input type="checkbox"/>	Image	Last Name ▲	First Name	Username	Org Defined ID	Role
<input checked="" type="checkbox"/>		Alaska, Abby	(She/Her) ▼	[REDACTED]	[REDACTED]	Student
<input checked="" type="checkbox"/>		California, Chris	(he/him/his) ▼	[REDACTED]	[REDACTED]	Student
<input checked="" type="checkbox"/>		Carolina, Carrie	(They/Them) ▼	[REDACTED]	[REDACTED]	Faculty
<input type="checkbox"/>		Carolina, Carrie	(They/Them) ▼	[REDACTED]	[REDACTED]	Faculty

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3. The selected recipients will be inserted into the **[Bcc]** field.

## Compose New Message



To

Cc

Bcc 

@my.lonestar.edu> X

@my.lonestar.edu> X

@my.lonestar.edu> X

@my.lonestar.edu> X

@my.lonestar.edu> X

@my.lonestar.edu> X

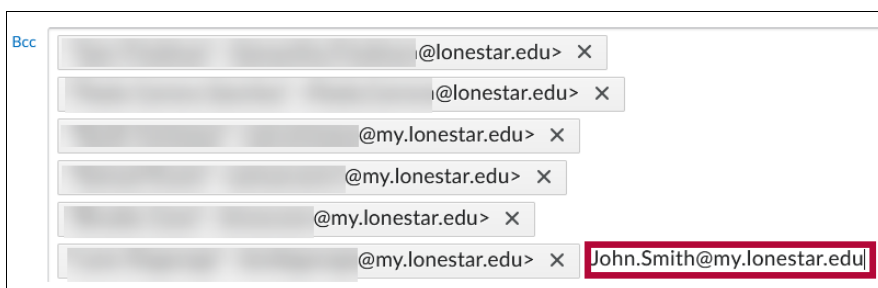
Subject

4. You can also manually type out email address(s) within the field by clicking at the end of the last email entered in the field.

**NOTE:** To keep a record of sent emails in Outlook, please refer to the instructions in the article, [Post-December 2024: Send a Copy of Outgoing D2L Emails to Your Outlook Inbox \(https://vlac.lonestar.edu/help/send-a-copy-of-outgoing-d2l-emails-to-your-student-email\)](https://vlac.lonestar.edu/help/send-a-copy-of-outgoing-d2l-emails-to-your-student-email).



5. Manually type out the email you wish to add to the recipient list.



## Receive Emails from D2L-Classlist

When an email is sent from the **Classlist**, using the **Compose-New-Message** window, the sender's D2L email will automatically populate in the **[From]** field. When a recipient, such as your Instructor, replies to this email, the sender's LSC email address instead will be placed in the **[To]** field. This means that even though the email exchange started in D2L, the rest of your communication will continue using LSC Email.

**NOTE:** If you try to send a new message in Outlook by manually typing a D2L email address (e.g., [username@d2l.lonestar.edu\(\)](mailto:username@d2l.lonestar.edu)), the email will fail to deliver. To ensure your reply goes through, **you must click the [Reply] button** on the original message from Outlook. Avoid clicking the D2L email address directly, especially when using Outlook Mobile, as this may also result in a failed delivery.

