Post-December 2024: Send Emails in D2L using the Classlist

Post-December 2024, emailing your instructors and your classmates via the **D2L Email Tool** will be functionally identical to how you email your students 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/post-december-2024-send-a-copy-of-outgoing-d2l-emails-to-your-student-email).

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 ✉ Email 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. Currently, these emails are sent to their D2L Email. Post-December 2024, they will be sent to their LSC email.

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.

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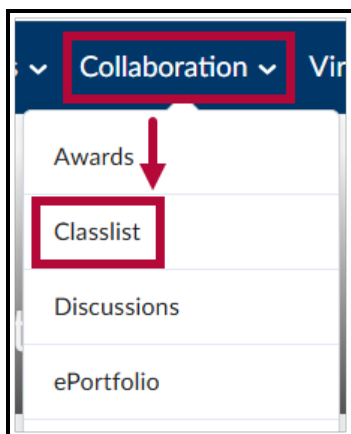
2. Select the **[Checkboxes]** for the recipients you want to send an email to, then click **[Email]**.

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

4. You can also manually type out email address(es) 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

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5. Manually type out the email you wish to add to the recipient list.
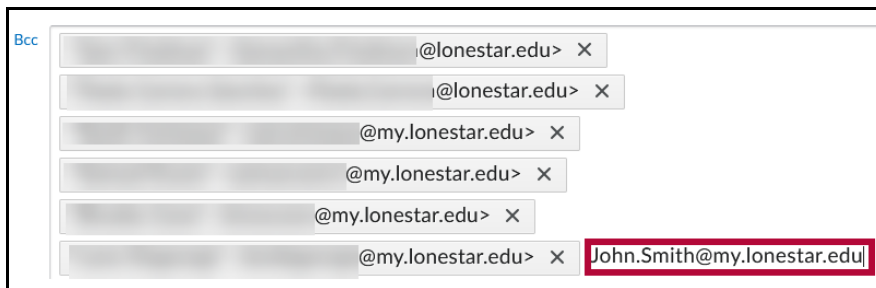
Receive Emails from D2L-Classlist

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 an email is composed in Student Email from *scratch* by typing in a D2L email address (***username@d2l.lonestar.edu***), the email will fail to deliver.