Often when working in Desire2Learn, you will need to contact students, co-instructors, or academic assistants. Desire2Learn offers easy access to email. You can also spell check your messages and send attachments.

By default, the email tool in D2L is linked to your Nmail email account. **Note:** A copy of a sent message does not, by default, appear in the *Sent Items* of your Nmail account. You must either copy yourself on messages sent from D2L's email tool or customize your settings to save a copy of your outgoing messages. Sent copies will then appear in your Nmail inbox.

**Sending an Email Message**

Sending an email message in Desire2Learn is quick and easy. The email will be sent from your UWEC email account unless you have customized your settings differently. Look for the Email button in the *Classlist* and *Groups* tabs. Simply select the person(s) you want to email and click the button. These instructions will explain how to send an email from the *Classlist*.

There are two ways to send an email message from *Classlist*. Both are described below.

**Sending an Email to Selected Users**

1. From the *Classlist*, select the member(s) of your class that you want to email by checking the box to the left of their name. **Note:** A class member is selected when a checkmark appears before their name. You can also check the box to the left of the email icon to select everyone on the classlist.

2. Click **Email**.

   A *Compose New Message* window opens with the *Bcc* text box completed.

3. In the *Subject* text box, type the subject of the message.

4. **Optional:** To indicate the message’s level of importance to the recipient, from the *Priority* pull-down menu, select either *Low*, *Normal*, or *High*.

5. In the *Message* text box, type the desired message.

6. When the email is ready to send, click **Send**.

   **Note:** To spell check your message before sending, click **Spell Check**.

**Note:** A copy of a sent message does not, by default, appear in the *Sent Items* of your Nmail account.
Sending an Email to All Users

1. In *Classlist*, click the **Email** button.

2. A list of all the users will appear. Click **Create Message**. A *Compose New Message* window opens with the **Bcc** text box completed.

3. In the **Subject** textbox, type the subject of the message.

   **Optional:** To indicate the message’s level of importance to the recipient, from the **Priority** pull-down menu, select either **Low**, **Normal**, or **High**.

4. In the **Message** text box, type the desired message.

5. When the email is ready to Send, click **Send**.

   **Note:** To spell check your message before sending, click **Spell Check**.

   **Note:** A copy of a sent message does not, by default, appear in the **Sent Items** of your *Nmail* email account.

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Thank you to the University of Wisconsin - Eau Claire for providing the guiding documentation in creating this guide.