

Sending Emails to Students on Brightspace

1. Select the course you wish to send an email in
2. Click **Classlist** on the Navigation Bar
3. Click **Email Classlist** if you wish to email the entire class.

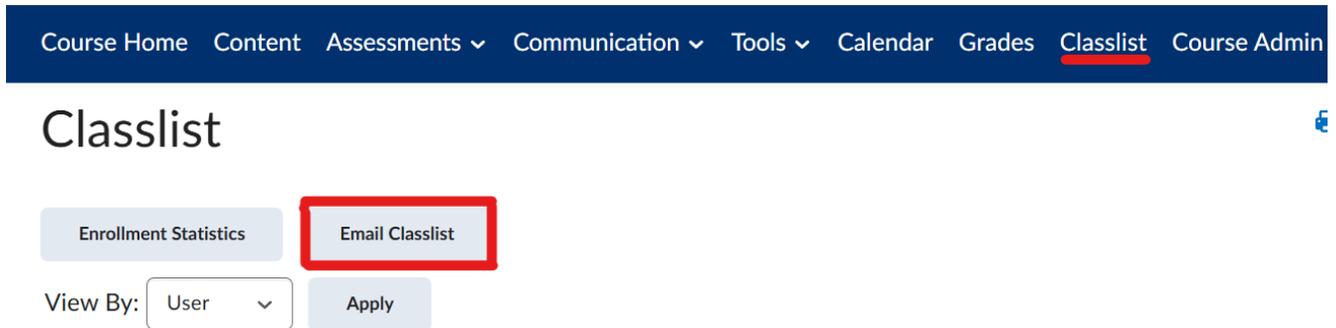


Figure 1: Brightspace showing class list options and navigation bar.

4. A page will be loaded showcasing all the students in the course. At the bottom there will be a button that says **send email**.

Note: If there are selected students in which you would like to email. There will be a box next to each name. Check the box next to the students name then click **Email**.

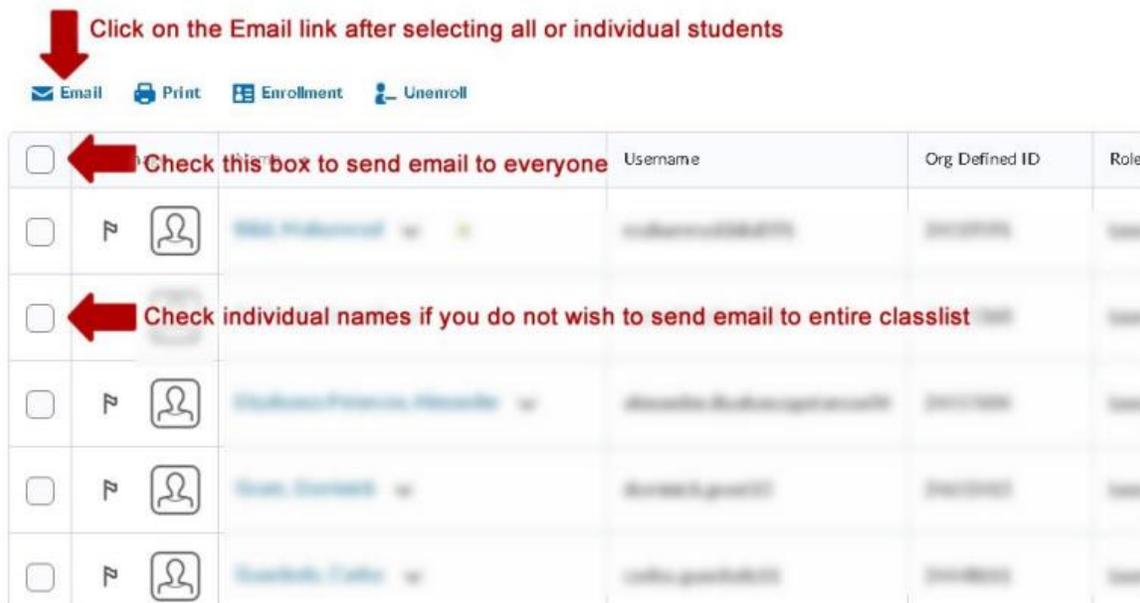


Figure 2: Image displays selecting students to email with instructions and checkboxes.

5. After that a *compose new message* window will pop up on the screen. Here is where the email can be written and then sent by clicking **send**.