How to send an email to students?

1. In your course, click on the **E-mail link** in the *Course Menu*.

Course Tools
Discussions
Assignments ☑
Assessments ☑
Email
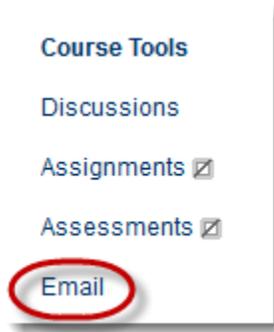
2. On the Send E-mail screen, select the option you would like for your email.

Send an email to All Users/Groups/Instructors

1. After selecting your option for your email, provide a subject, message body, and an attachment, if desired.

2. Click on the box next to *Return Receipt*.

A copy of this email will be sent to the sender.
Return Receipt ☐
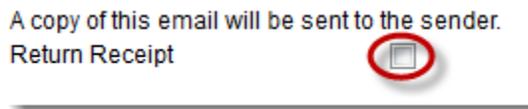
3. When you are finished composing your email, click **Submit** to send your email.

Send an email to specific users or groups

1. After selecting your option for your email, select your desired user or group from the *available to select* list. Click on the forward arrow button to transfer their name to the *selected* list.
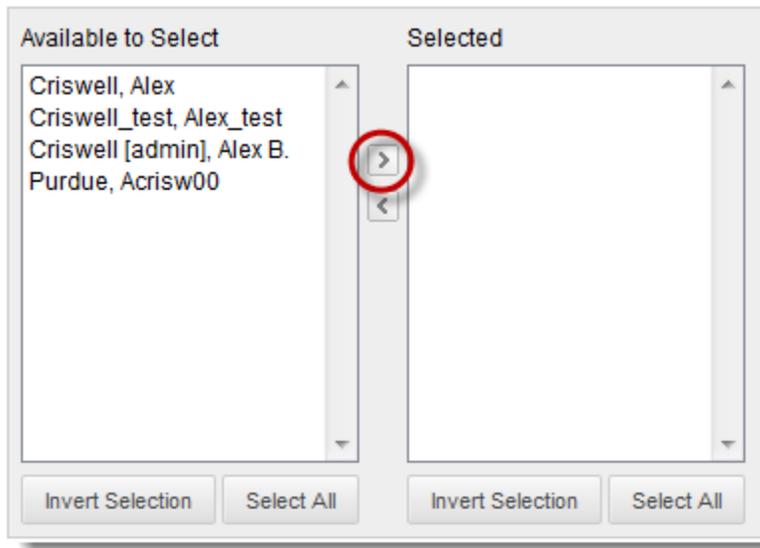
2. After selecting your desired users or groups, provide a subject, message body, and an attachment, if desired.

3. Click on the box next to *Return Receipt*.
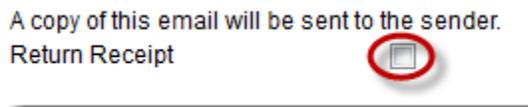
4. When you are finished composing your email, click **Submit** to send your email.

Send an email to Group Users

1. On the Group page under the **Group Tools**, click on *Send E-mail*.
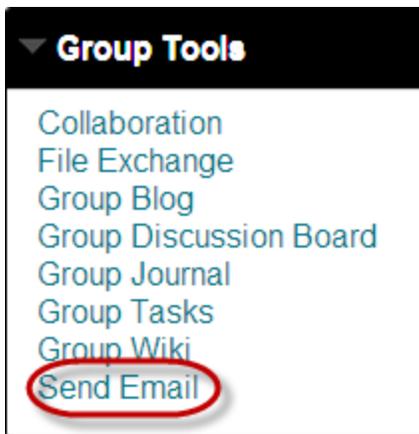
1. Select your desired user from the *available to select* list. Click on the forward arrow button to transfer their name to the *selected* list.

2. After selecting your desired users or groups, provide a subject, message body, and an attachment, if desired.

3. Click on the box next to *Return Receipt*.

4. When you are finished composing your email, click **Submit** to send your email.

Send an email to Users from the Grade Center

1. In the Full Grade Center, select the users you would like to email by checking the box next to their name.
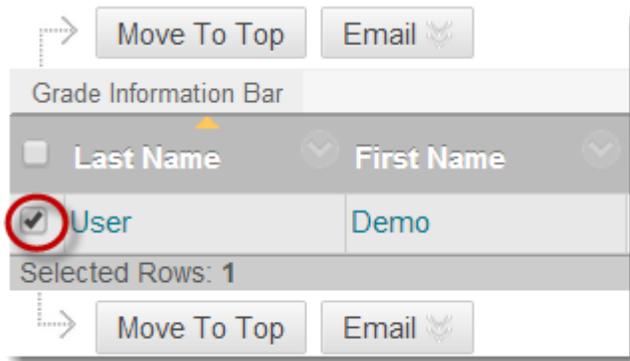
2. Hover your mouse over the **Email** button and let me menu expand. Click on *Email selected users*.
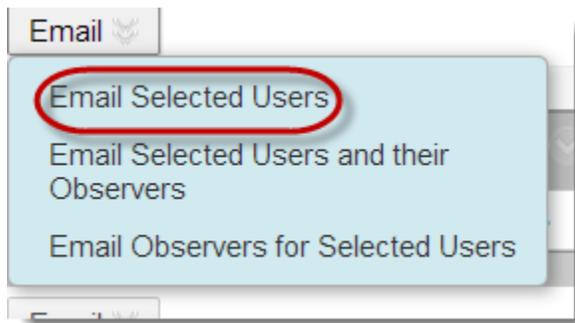
3. After selecting your desired users or groups, provide a subject, message body, and an attachment, if desired.

4. Check the box next to **Include a list of recipients.**
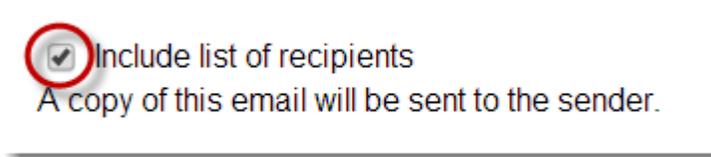
5. Click *Submit* when complete.

Note: It is recommended to always have a return receipt sent to the instructor to retain a copy of the email. A return receipt contains the time/date sent, the message, and the recipients of the email.