HOW CAN I EMAIL THE INSTRUCTOR OR CLASSMATES IN MY COURSE?

In the Course Menu, look for a link such as Course Email, Email, Communication, etc. as instructors CAN change the name of the tool links. Then click on Send Email icon.

Alternatively, click the Tools link on the Course Menu.

Next, click the Send Email link.
The next page will display a series of email options. To email all students in the course, click **All Student Users**. To email the course instructor, click **All Instructor Users**.

In the email composition page, enter a subject and message in the respective text fields and then click **Submit** to send the message.