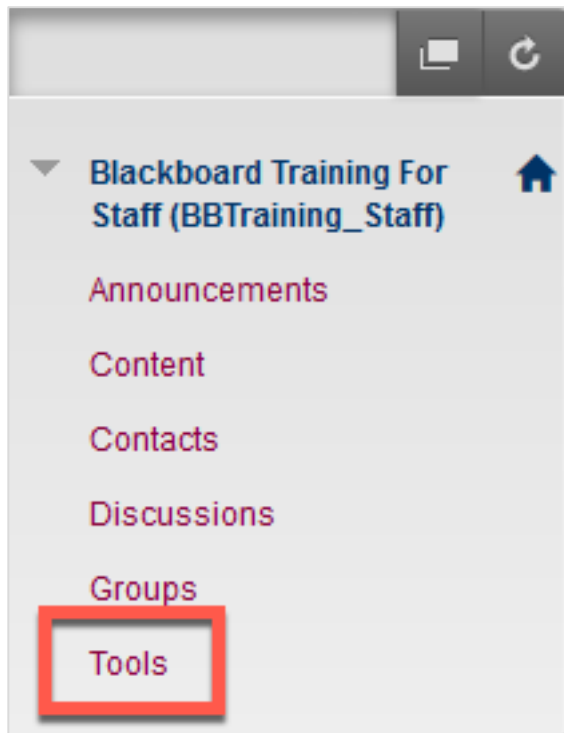




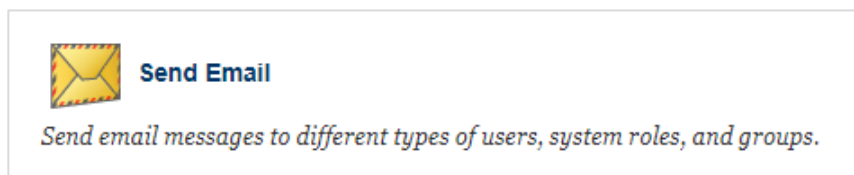
# HOW CAN I EMAIL THE INSTRUCTOR OR CLASSMATES IN MY COURSE?

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**.

**All Student Users**  
*Send email to all of the Student users in the Course.*

**All Instructor Users**  
*Send email to all of the Instructor users in the Course.*

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


### All Instructor Users

Cancel Submit

**1. Email Information**

To: [Redacted]  
From: [Redacted]  
Subject:  **1**

Message  
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

 **2**

Path: p Words:0

A copy of this email will be sent to the sender.

Attachments [Attach a file](#)

**2. Submit**

Click **Submit** to proceed. Click **Cancel** to go back. **3**

Cancel Submit

How can I email the instructor or classmates in my course?

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