Steps to send Email to students from within Desire2Learn

- Log in to your course in Desire2Learn. Click the Classlist Tab.

- The Class List page opens

Click here to send a mass email to everyone in the class.
• A checkmark here will select everyone on this page. You can also select specific individuals by putting a checkmark on the box adjacent to the names.
• After you select the students, clicking the email icon will open the Compose email window, with students’ names pre-selected.

• Fill in the Subject line and the Message box. Hit the Send button
PAGER MESSAGES

You can also send short pager messages to your students:

- Select the students click the pager icon which will open the Pager window, with students’ names pre-selected, as shown below.

- Type your message in the Message window and hit the Send button.