Steps to send Email to students from Desire2Learn to MyLSCO

- Log in to your course in Desire2Learn. Click the Email button on top.

- The email page opens. Click the Compose button, as shown here.
• The compose page opens. Now first get the email addresses by clicking the Address Book.

![Address Book](image1)

• The address book opens as shown below. You should see your course listed in the “Filter by” box. If not, clicking the list arrow will let you choose the class to which you want to send an email.

![Address Book](image2)
Clicking the list arrow opens up all the courses you have access. This will include courses from all previous, present and future courses. This is the only place you have to be careful.
• Selecting the course will bring the student list. If the list is not what you wanted, you can go back and select a different course.

• As you can see below, every student has two email addresses. The internal email is the Desire2Learn email, while the external one is Mysco email.

• You can select individual students by selecting their name (which would select both external and internal) or just select either internal or external.

• You can select all students (both internal and external) by clicking the top checkbox.

• Then click the To, or Cc or Bcc link

• Please remember that there is a limit to the number of characters that can be placed in the To, CC and Bcc boxes. Suggest you use only the My LSCO option.

• This brings the email id to the To, Cc or Bcc box.
• If you missed a student while individually selecting them, you can select the student at this point and hit the To/Cc/Bcc link.
• Next, click the Add Recipients button.

• This brings you back to the compose page, where now you can compose your message. After you are done composing, you can either send the email or save it as a draft, as shown below.