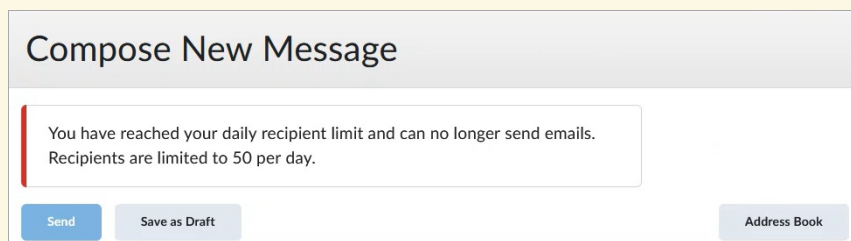# Send Email in D2L

Last Modified on 02/02/2024 11:50 am CST

> **NOTE:** The daily limit for outgoing D2L emails for students is set at **50**. This limit will be applied if you access your email from a course in which you are currently enrolled as a **Student** (such as a course you are taking as a student or some Community Groups), or if you are using Student View (https://vtac.lonestar.edu/help/role-switch).
>
> If you see the following message when attempting to send an email in D2L, you can remove it by:
>
> 1. Navigating to either the **D2L Homepage** or to any course in which you are enrolled as Faculty, and accessing your D2L email from there and then sending the email.
> 2. Checking if you are using **Student View**. If you are, switch your role back to **Faculty** (See this article (https://vtac.lonestar.edu/help/role-switch) for instructions).
>
>

The best way to send emails within D2L is from the **Classlist** within a course.

Compose a Message

1. Go to **[Collaboration]** → **[Classlist]**.
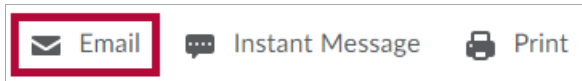
2. Select the **[Students]** tab.
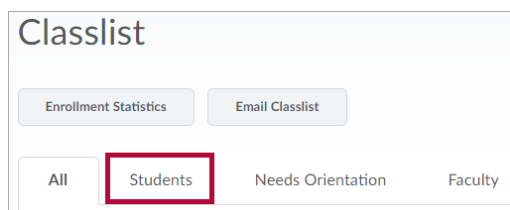
Email an Individual Student

1. Click on the student's **[Name]**.

2. Type your email message in the **Compose New Message** window.

3. Click **[Send]**.

Email Select Students in Course

1. Select the **[Student Checkboxes]** you wish to email.
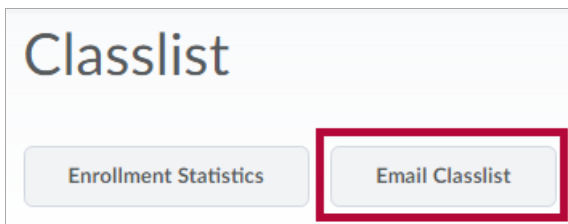
2. Click the **[Email]** link at the top of the Classlist and a **Compose New Message** dialog box will open with all of the students' email addresses in the **BCC** line.
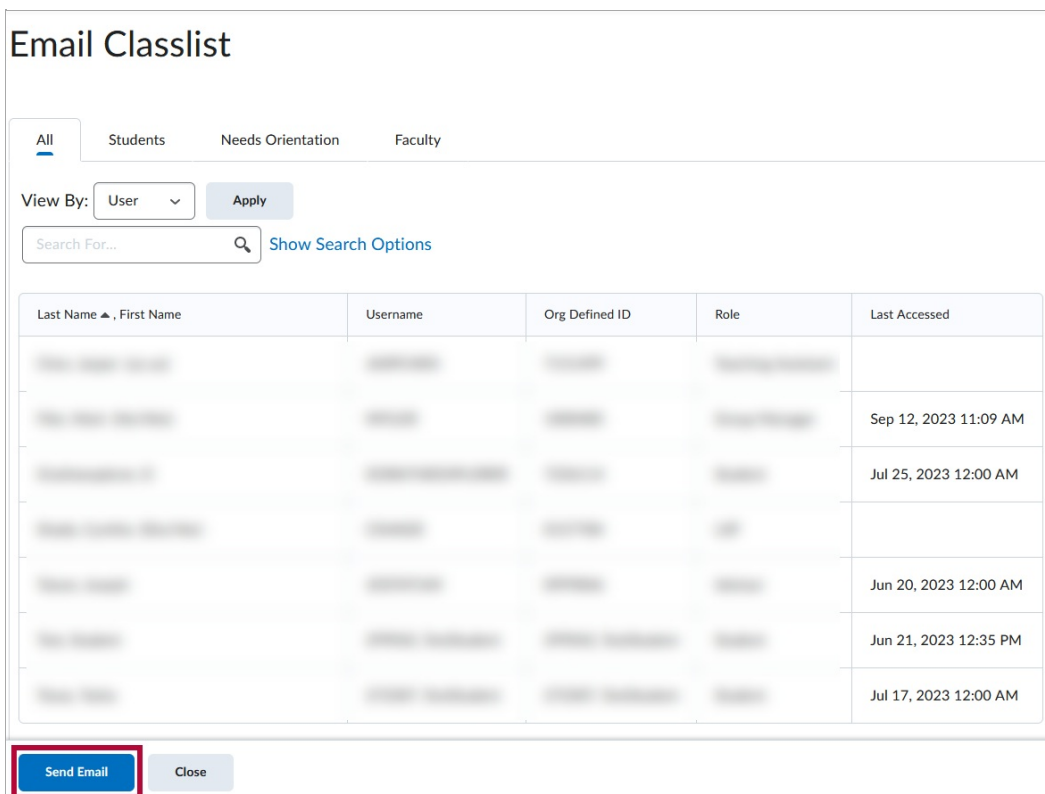

3. Compose your email message.

4. Click **[Send]**.

Email the entire class

1. From the **[Students]** tab of the Classlist, click the **[Email Classlist]** button near the top left of the page.

2. Click **[Send Email]** at the bottom of the screen. A **Compose New Message** dialog box will open with all of the students' email addresses in the **BCC** line.
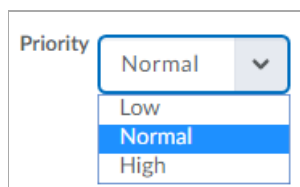

3. Compose your email message.

4. Click **[Send]**.

Select the Message Priority

The **Priority** dropdown allows you to designate your message as urgent.

If your message is urgent, you can select **High** by using the **dropdown arrow** next to the Priority button in the lower right corner below the message body. The Priority choices are **[Low]**, **[Normal]** and **[High]**.


Attaching Files to the Email Message

Scroll to the bottom of the **Compose New Message** dialog box to find the options to attach one or more documents to your message.

Option 1: Upload a new file to D2L.

1. To attach new file(s) that have not already been uploaded to the course in D2L, click the **[Upload]** button.

2. Navigate to the file and click **[Open]**. The file name(s) will appear under the **[Upload]** button.
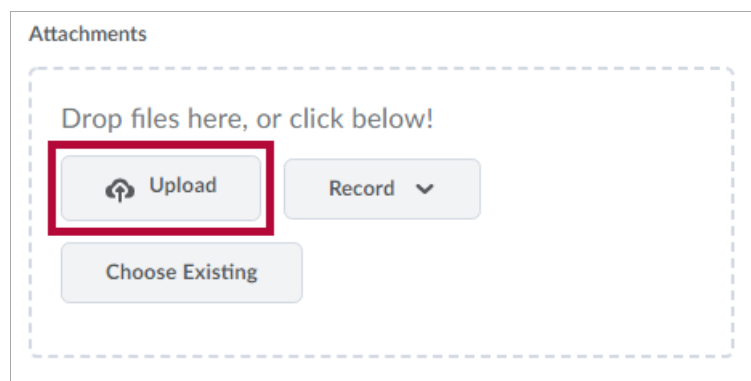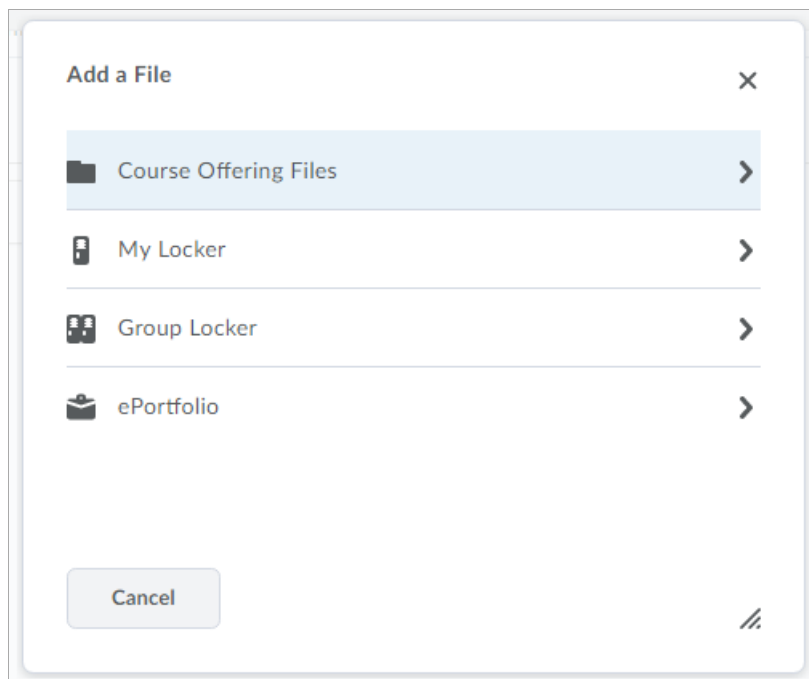

> **NOTE:** If you attached the wrong file, simply click the **[X]** next to the attached filename to remove it.

**Option 2**: Choose a file from within your D2L course.

1. Click the **[Choose Existing]** button.
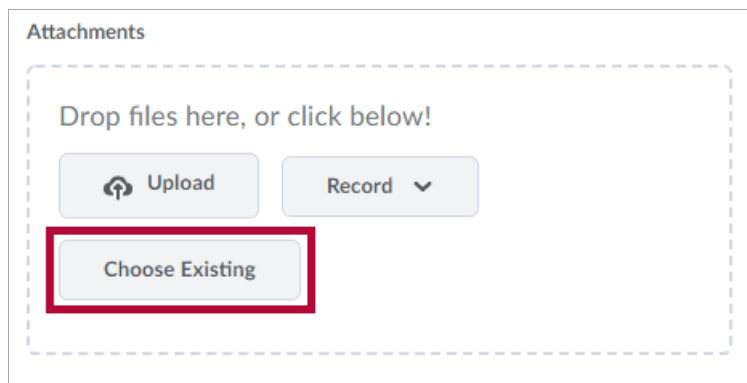
2. Select the option where to find your file. Course files can be found under **[Course Offering Files]**.

3. The **Add a File** screen appears.

4. To filter available documents by a specific file type, scroll to the bottom of the window, until you find the drop-down for Files of Type. Click the arrow next to **All Files** and select the type of file you are looking for and then click the **[Go]** button.
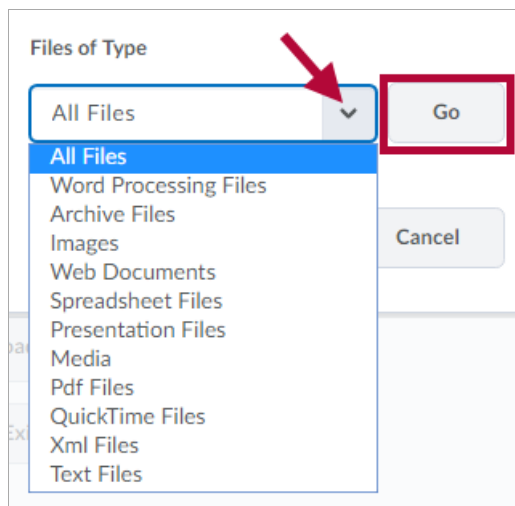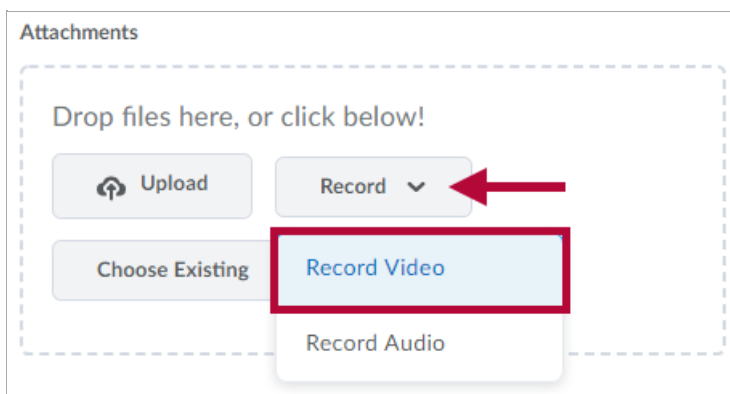
5. Select the file(s) using the **checkboxes** to the left of the file name and click **[Add]**.

Create and Add Audio or Video Recording

If you would like to create a new recording, click the **[arrow]** next to **Record** and select **[Record Video]** or **[Record Audio]**.

Add New Video Recording

1. Click **[Record]**. Select **[Record Video]** from the dropdown.

2. The **Video Capture** screen appears.

NOTE: Depending on the browser and your settings, you may be prompted to grant access to your camera and microphone. You must grant access in order to record. When prompted, choose either **[Allow]** or **[Share Devices]** to give your browser permission to access your camera and microphone.
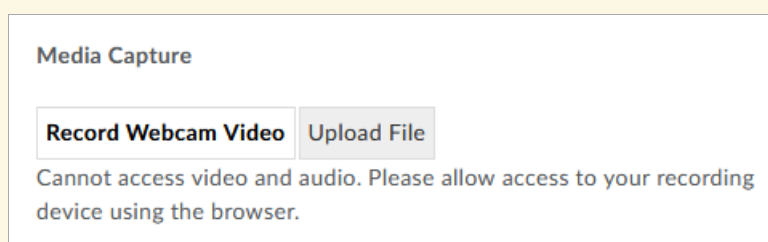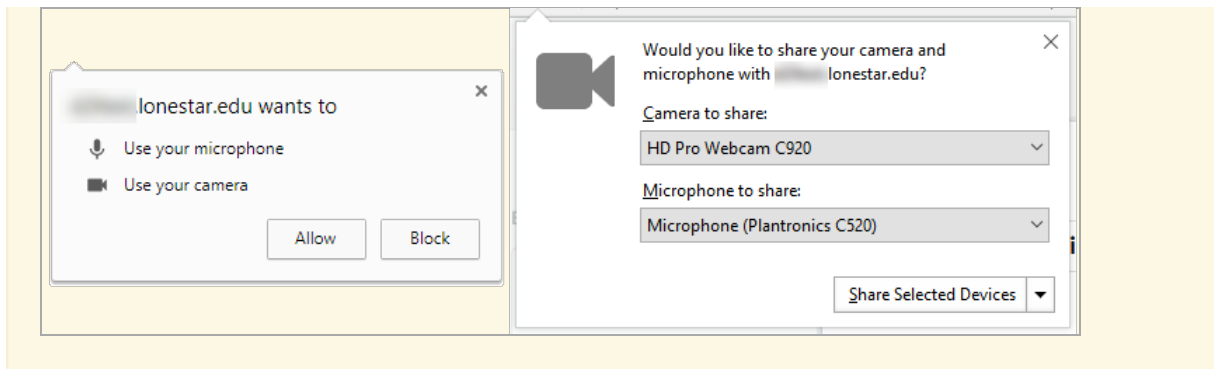
3. Click the **[New Recording]** button to start recording.

4. Once finished recording, click the **[Stop Recording]** button.

5. Click the **[Play]** button to review your recording.

> **NOTE:** If you are not satisfied with the recording, click the **[New Recording]** button to clear your current recording and start again.

6. Click the **[Add]** button to attach the recording.

7. In the **Video Capture** dialog box, enter a **Title** and **Description**.

8. Click the **[Add]** button again to finish attaching your video to the email message.

Add New Audio Recording

1. Click **[Record]**. Select **[Record Audio]**.
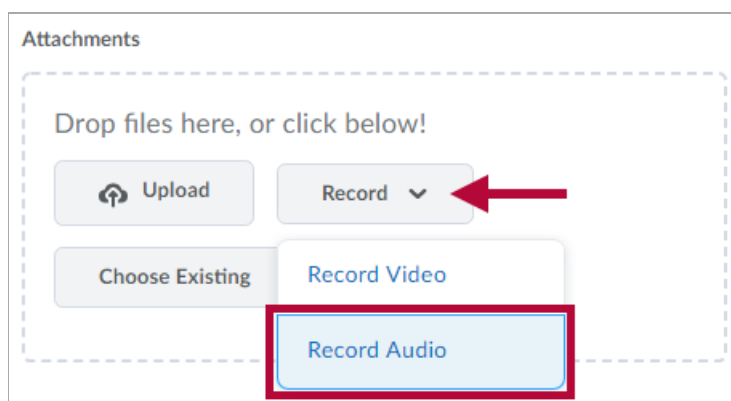
2. The **Record an Audio File** screen appears.

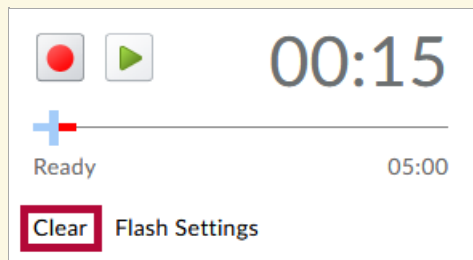3. Click the **[Record button (red circle)]** to begin recording.

4. Click the **[Record button]** again to stop your recording.

5. Click the **[Play button (green triangle)]** to review the audio.

> **NOTE:** If you are not satisfied with the recording, click **[Clear]** to erase and start again.
>
>

6. Click **[Save]** to attach your audio recording to the email message.

Send or Save the Email

1. When you have completed the email message, click the **[Send]** button at the top of the **Compose New Message** dialog box.

2. To save the email to send later, click **[Save as Draft]**.

3. Draft messages are saved to the **Drafts** folder to be continued at a later time.