

Send Email from the Classlist

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The Classlist in D2L allows you to quickly send emails to students enrolled in your course. Messages are composed within D2L and delivered to students' LSC Email Inbox in Outlook. This article covers how to send messages via **D2L Classlist**, who can be emailed, and important limitations to be aware of.

Student Daily Email Limit When Using the Classlist

Emails sent through the **Classlist** in D2L are composed in D2L but delivered to recipients' **Outlook inboxes**. These messages will NOT appear in the sender's Outlook Sent folder. To keep a copy of sent emails, please see [Send Outgoing D2L Emails to Your Outlook Inbox \(https://vtac.lonestar.edu/help/send-outgoing-d2l-emails-to-your-outlook-inbox\)](https://vtac.lonestar.edu/help/send-outgoing-d2l-emails-to-your-outlook-inbox).

Students can send up to **50 emails per day** through the **Classlist**.

NOTE: When using **Student View**, *faculty are subject to the same restrictions as students*, including a **daily limit of 50 outgoing emails** sent through the Classlist.

This limit applies if you are:

1. Enrolled as a student in the course, including **Community Groups**.
2. Using **Student View**.

After reaching the limit, no further emails can be sent through the Classlist until the next day.

If you see the error message below, verify that you are not in **Student View**. Switch back to your **Faculty** role to continue. Refer to [View a Course as a Student \(https://vtac.lonestar.edu/help/role-switch\)](https://vtac.lonestar.edu/help/role-switch) for instructions.

Compose New Message

You have reached your daily recipient limit and can no longer send emails.
Recipients are limited to 50 per day.

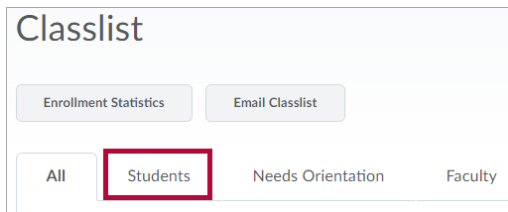
Send

Save as Draft

Address Book

Compose a Message

1. Go to **[Collaboration]** → **[Classlist]**.
2. Select the **[Students]** tab.

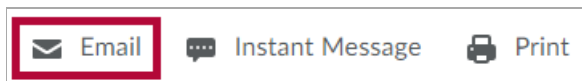


Email an Individual Student

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

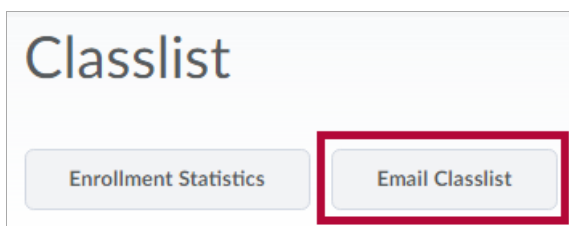
1. Select the **[Student Checkboxes]** you wish to email.
2. Click the **[Email]** link at the top of the Classlist and a **Compose New Message** dialog box will open with all of the students' email addresses in the **BCC** line.



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.

Email Classlist

All
Students
Needs Orientation
Faculty

View By: User Apply

Search For... Show Search Options

Last Name ▲, First Name	Username	Org Defined ID	Role	Last Accessed
				Sep 12, 2023 11:09 AM
				Jul 25, 2023 12:00 AM
				Jun 20, 2023 12:00 AM
				Jun 21, 2023 12:35 PM
				Jul 17, 2023 12:00 AM

Send Email
Close

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]**.

Priority

Normal
▼

Low
Normal
High

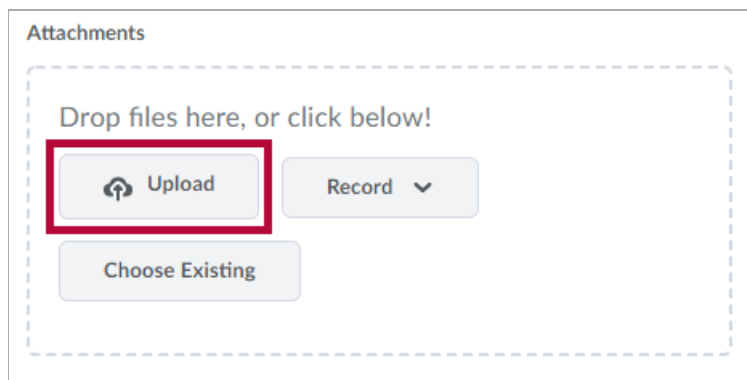
Attaching Files to the Email Message

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]**

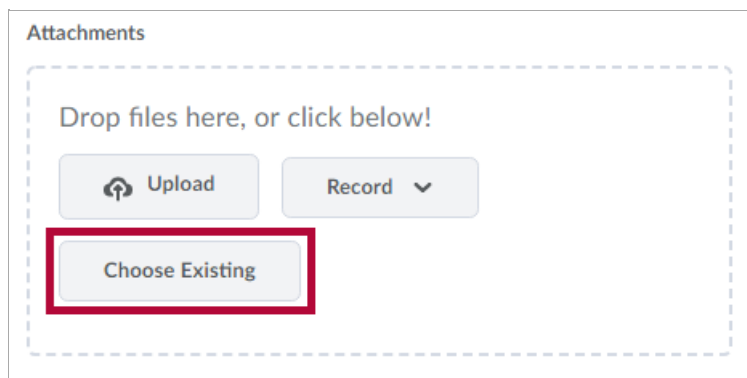
button.



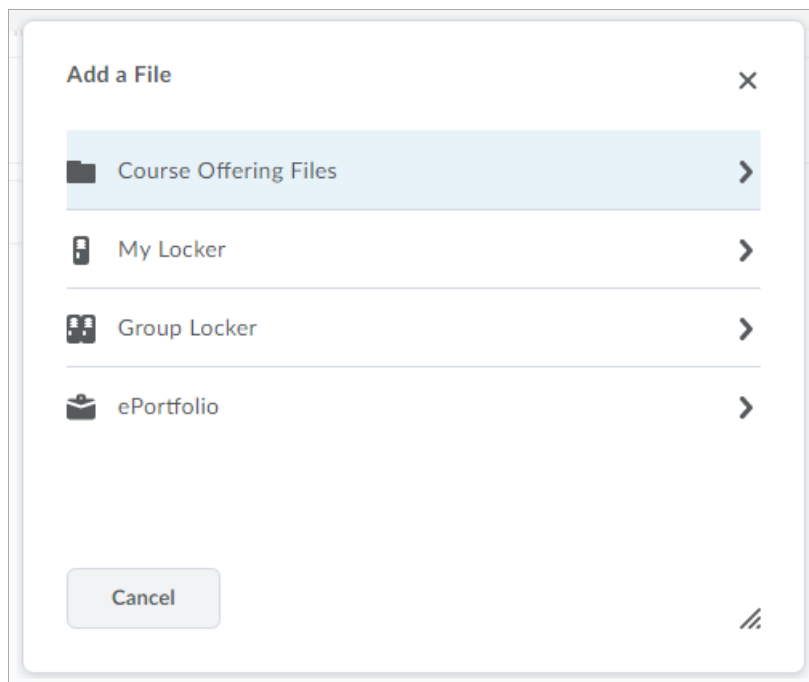
NOTE: If you attached the wrong file, simply click the **[X]** next to the attached filename to remove it.

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

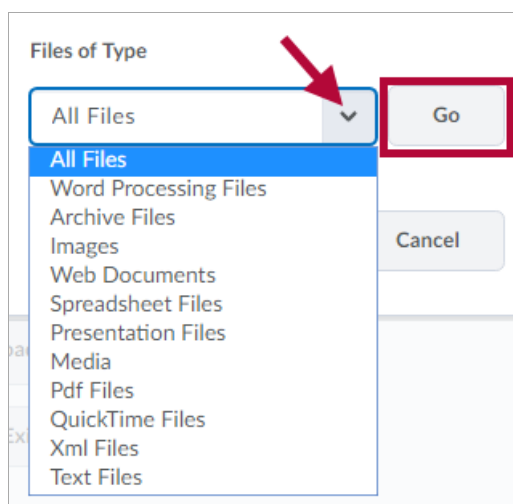
1. Click the **[Choose Existing]** button.



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.



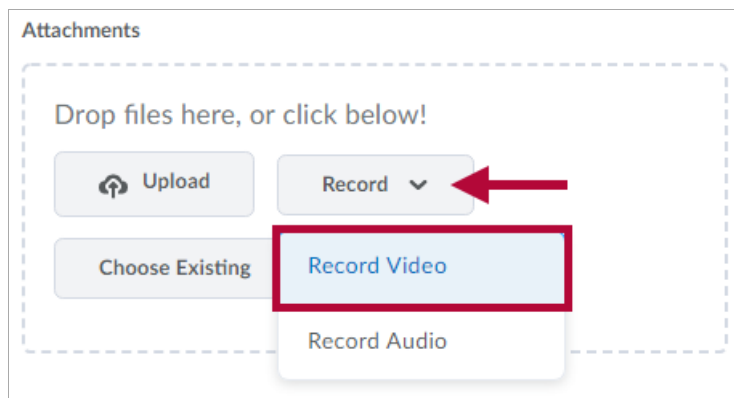
5. Select the file(s) using the **checkboxes** to the left of the file name and click **[Add]**.

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]**.

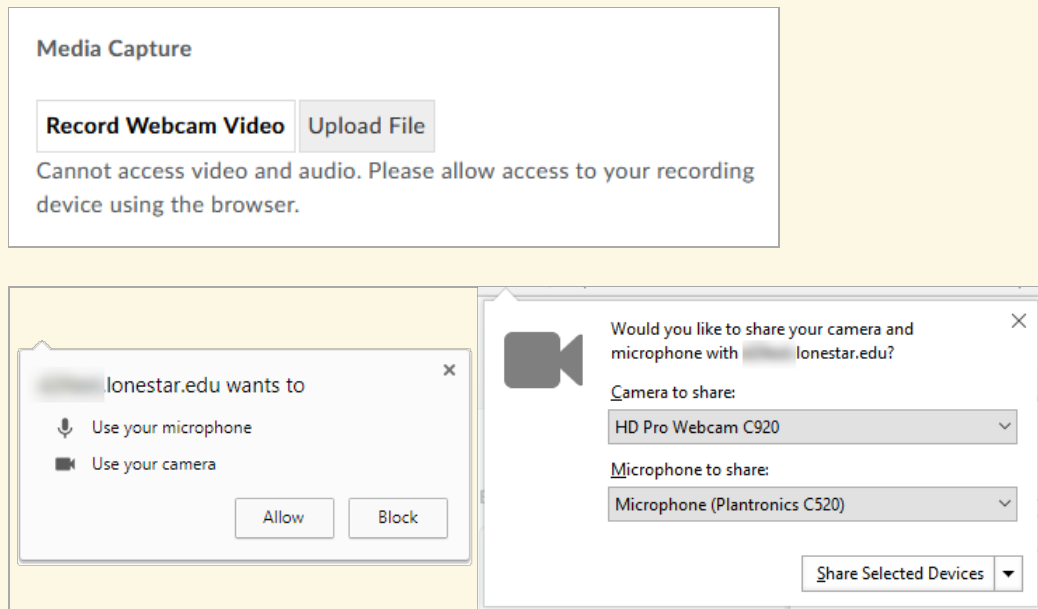
Add New Video Recording

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.

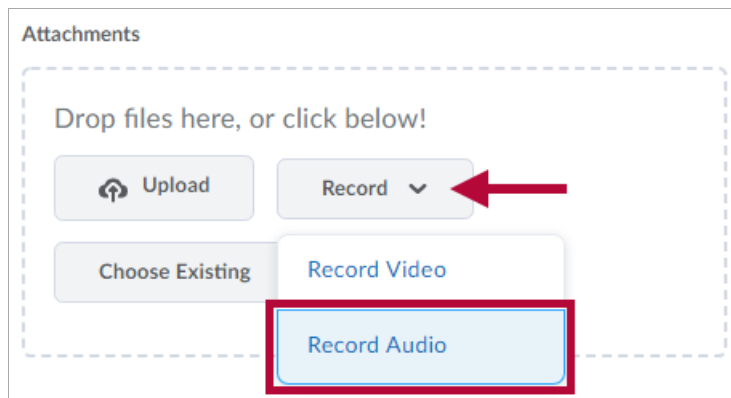
6. Click the **[Add]** button to attach the recording.

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

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

Add New Audio Recording

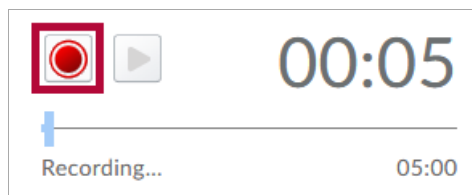
- Click **[Record]**. Select **[Record Audio]**.



- The **Record an Audio File** screen appears.
- Click the **[Record button (red circle)]** to begin recording.



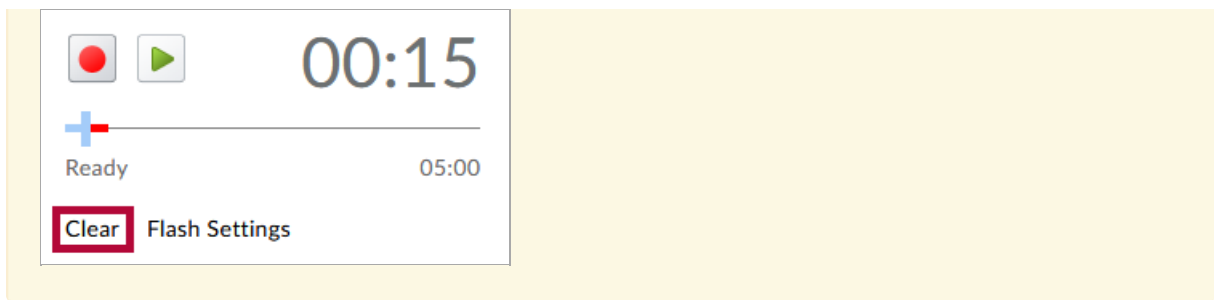
- Click the **[Record button]** again to stop your recording.



- 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 the Email

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

NOTE: As a good practice, add your own LSC employee email address in the To field.