

# Send Email to Both Students' D2L and my.lonestar.edu Email Addresses

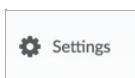
Last Modified on 08/29/2023 1:39 pm CDT

You can email your students at both their D2L and their my.lonestar.edu email accounts simultaneously using the Address Book in the D2L email tool. Follow the steps below.

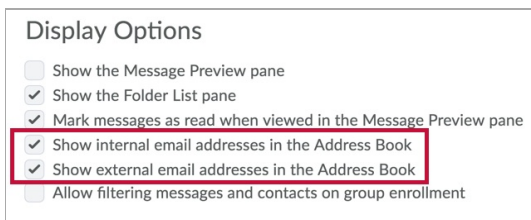
Show Video Walkthrough

## Configure Settings for Internal and External Email Addresses

1. Click on **Collaboration** on the navbar and choose **Email**.
2. Click on **Settings** in the top right corner of the screen.



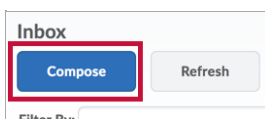
3. Under Display Options, make sure that "**Show internal email addresses in the Address Book**" and "**Show external email addresses in the Address Book**" are checked.



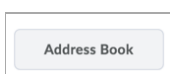
4. Click on the **Save** button.

## Send an Email

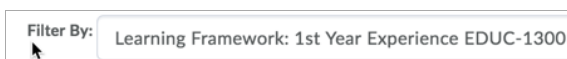
1. Click on the **Compose** button.



2. A new window opens. Click on **Address Book** in the top right corner.



3. Set the filter to the class containing the students you want to send emails to.

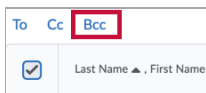


- Select the students you want to send email to. If you want to send email to all the students at their D2L and my.lonestar.edu email addresses, click the box at the top of the list to select all the addresses.

<input checked="" type="checkbox"/>	Last Name ▲, First Name	Email Address	OrgDefinedId	Role	Type
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]@st.desire2learn.com	[Redacted]	Student Orientation	Internal Email
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]@lonestar.edu	[Redacted]	Student Orientation	External Email
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]@st.desire2learn.com	[Redacted]	Student	Internal Email
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]@lonestar.edu	[Redacted]	Student	External Email
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]@st.desire2learn.com	[Redacted]	Student Orientation	Internal Email
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]@lonestar.edu	[Redacted]	Student Orientation	External Email
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]@st.desire2learn.com	[Redacted]	Student Orientation	Internal Email
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]@lonestar.edu	[Redacted]	Student Orientation	External Email
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]@st.desire2learn.com	[Redacted]	Student Orientation	Internal Email
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]@lonestar.edu	[Redacted]	Student Orientation	External Email
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]@st.desire2learn.com	[Redacted]	Student Orientation	Internal Email
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]@lonestar.edu	[Redacted]	Student Orientation	External Email
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]@st.desire2learn.com	[Redacted]	Student Orientation	Internal Email

Add Recipients Close

- Click the "**Bcc**" link to put all the email addresses in the Bcc field of the email.



- Click on the **Add Recipients** button to add the selected students to the email in the selected field.

**NOTE:** Make sure you include the students on every page if there are multiple pages of students in the Address Book.

<input checked="" type="checkbox"/>	[Redacted]	[Redacted]@lonestar.edu	[Redacted]	Student Orientation	External Email
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]@st.desire2learn.com	[Redacted]	Student Orientation	Internal Email
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]@lonestar.edu	[Redacted]	Student Orientation	External Email
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]@st.desire2learn.com	[Redacted]	Student Orientation	Internal Email

Add Recipients Close

- Compose your email in the body area, and then click the **Send** button.