Send Emails To Students in D2L

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Post-December 2024, emailing your students via the **D2L Email Tool** will be functionally identical to how you emailed your students from before. There will be no changes to the navigation when sending a mass email through the **Compose-New-Message** window. However, the email will be delivered to your students' LSC email in Outlook instead of their D2L Email, as the D2L Email has been retired.

The **Compose-New-Message** window can be accessed through the following D2L pages: **Classlist**, **Gradebook**, **Grade Item**, **Insights Portal**, and **Intelligent Agents**.

NOTE: With this change, the **Sent** folder in D2L Email will **no longer be available**, meaning sent emails will **NOT** be automatically saved. *You will not receive a confirmation when emails are sent in Outlook.* To set this up, please refer to the Add and request read receipts and delivery notifications in Outlook (https://support.microsoft.com/en-us/office/add-and-request-read-receipts-and-delivery-notifications-in-outlook-a34bf70a-4c2c-4461-b2a1-12e4a7a92141) article from Microsoft. To keep a record of sent emails in Outlook, please refer to the instructions in the article, Post-December 2024: Send a Copy of Outgoing D2L Emails to Your Outlook Inbox (https://vtac.lonestar.edu/help/send-outgoing-d2l-emails-to-your-outlook-inbox).

Keeping a record of your sent emails is important for documentation and accountability. This can be especially helpful if a student files a grade dispute.

Send Emails to the Classlist in Bulk

Whenever you want to send a bulk email to multiple students, you may recognize the small blue envelope icon remail which appears in several locations throughout D2L, such as the **Classlist**, **Gradebook**, **Insights Portal**, and other areas. This envelope icon opens the **Compose-New-Message** window. After selecting the desired students using the [Checkboxes] on the left of their respective rows, the same email can be sent to all of them at once. Currently, these emails are sent to their D2L Email. Post-December 2024, they will be sent to their LSC email in **Outlook**.

NOTE: It is strongly recommended to regularly review your **Outlook Spam folder** to ensure important emails have not been mistakenly filtered.

You will notice that the email listed in the **[Bcc]** field has changed from the old D2L email to the current LSC email. Additionally, the **Subject** field will automatically default to the name of your D2L course.

Show Video Walkthrough

1. Navigate to [Collaboration] \rightarrow [Classlist].



A. In the Classlist, if you would like to email a specific class section or group, click in the View By dropdown list, select [Sections] or [Groups], and click the [Apply] button.

Classlist			
Enrollment Statistics		Email Classlist	
All	Students	Needs Orientation Faculty	
View By:	User	Apply	
Search F	User	Show Search Options	
	Groups Sections		
🔀 Email	Page	Print Print	
	Image	Name 🔺	

B. Then in the **Sections** or **Groups** dropdown list, select the [*Section Name*] or [*Group Name*] of the section/group which you would like to view, then click [Apply] again.

Classlist					🔒 Prin
Enrollment Statistics	Email Classlist				
All Students	Needs Orientat	ion Faculty			
View By: Sections	Sections: ED	UC-1300 8901 14A Learning Framev	vork: 1st Year Exp	periel V App	ly
Search For		UC-1300 8901 14A Learning Framewo	rk: 1st Year Experi	ence	
🗙 Email 🛛 🚥 Page	🖶 Print				
Image	Name 🔺		Username	Org Defined ID	Role

2. Select the [Checkboxes] for the students you want to send an email to, then click[Email].

2	E	mail 💬 Page	e 🔒 Print			
		Image	Last Name 🔺 First Name	Username	Org Defined ID	Role
		P 4	Alaska, Abby (She/Her) 🗸			Student
1		4	×			Student
		P.	California, Chris (he/him/his)			Student
		₽	Carolina, Carrie (They/Them)	POID, Technicol	Here, Selfanor	Faculty

NOTE: You can click the **topmost [Checkbox]** to **select all** students. This can be used in combination with steps 1A and 1B above to email all students in a particular **Section** or **Group**.

	mage	Name 🔺
2	A	Alaska, Abby (She/Her) 🗸
<i>p</i>	С	California, Chris (he/him/his)
P	С	Carolina, Carrie (They/Them)

3. The selected recipients will be inserted into the **[Bcc]** field.



4. You can also manually type out email address(s) within the field by clicking at the end of the last email entered in the field.

ALERT: To keep a record of sent emails in Outlook, please refer to the instructions in the article, <u>Post-December 2024</u>: <u>Send a Copy of Outgoing D2L Emails to Your Outlook Inbox</u> (<u>https://vtac.lonestar.edu/help/send-outgoing-d2l-emails-to-your-outlook-inbox</u>).

c	@my.lonestar.edu> ×
	@my.lonestar.edu> ×
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	@my.lonestar.edu> X
	@my.lonestar.edu> ×

5. Manually type out the email you wish to add to the recipient list.



Send Emails from Gradebook to Students

To access the **Compose-New-Message** window from the gradebook, enable the [**Checkboxes**] to the left of the gradebook for the students you wish to email. Then click on the blue [**Email**] icon. As an example, you can use this method to send a notification email directly from the Gradebook to students who haven't completed a specific quiz.

Enter G	Enter Grades Manage Grades Schemes Setup Wizard					
Imp	ort Export Switch to Stan	dard View More Actions				
View I Searce 2	View By: User ~ Apply Search For Q Show Search Options					
	🚹 Last Name 🔺 First Name	Final Grades	InQuizitive 🗸			
		Final Calculated Grade	Inquizitive 🗸	Subtotal		
	→	% 0	/ 100	%		
	노	% 0	/ 100	%		
	노	% 0	/ 100	%		
	→	% 0	/ 100	%		

Receive Emails from D2L-Classlist

When an email is sent from the **Classlist**, **Gradebook**, or **Insights Portal** using the **Compose-New-Message** window, the sender's D2L email will automatically populate in the **[From]** field. When a recipient replies to this email, the sender's LSC email address instead will be placed in the **[To]** field. Even though the email exchange started in D2L, the rest of your communication continues in Outlook.

NOTE: If you try to send a new message in Outlook by manually typing a D2L email address (e.g., <u>username@d2l.lonestar.edu()</u>), the email will fail to deliver. To ensure your reply goes

through, **you must click the [Reply] button** on the original message from Outlook. Avoid clicking the D2L email address directly, especially when using Outlook Mobile, as this may also result in a failed delivery.

Sandbox - Test 4	
©d2LJonestar.edu> Do not use this Email Test #4 ← Reply ← Forward	© ← Reply ← Reply all ← Forward 1 = … Thu 6/5/2025 158 PM Use [Reply] or [Reply All]