

# Send Emails To Students in D2L

Last Modified on 03/20/2025 11:53 am CDT


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 \(https://support.microsoft.com/en-us/office/add-and-request-read-receipts-and-delivery-notifications-in-outlook-a34bf70a-4c2c-4461-b2a1-12e4a7a92141\)](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 \(https://vtac.lonestar.edu/help/send-outgoing-d2l-emails-to-your-outlook-inbox\)](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

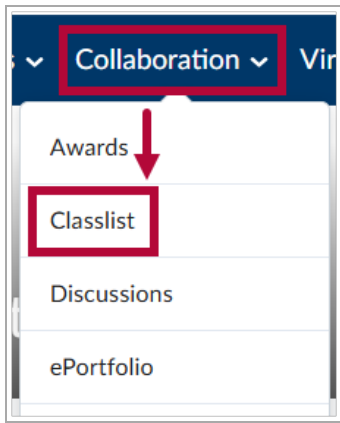
Whenever you want to send a bulk email to multiple students, you may recognize the small blue envelope icon  which appears in several locations throughout D2L, such as the **Classlist**, **Gradebook**, **Insights Portal**, and other areas. This envelope icon opens the **Compose-New-Message** window. 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]** → **[Classlist]**.



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

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Email Page Print

<input type="checkbox"/>	Image	Last Name ▲	First Name	Username	Org Defined ID	Role
<input checked="" type="checkbox"/>		Alaska, Abby	(She/Her) ▼	[Redacted]	[Redacted]	Student
<input checked="" type="checkbox"/>		California, Chris	(he/him/his)	[Redacted]	[Redacted]	Student
<input checked="" type="checkbox"/>		Carolina, Carrie	(They/Them)	[Redacted]	[Redacted]	Faculty

1

Detailed description: This is a screenshot of a web application interface for sending emails to a classlist. At the top, there are three icons: 'Email' (highlighted with a red box and a red circle containing the number '2'), 'Page', and 'Print'. Below these icons is a table with columns: 'Image', 'Last Name', 'First Name', 'Username', 'Org Defined ID', and 'Role'. The table contains four rows. The first three rows represent students, and the last row represents a faculty member. The first three rows have their checkboxes selected (checked), and these three rows are highlighted with a red box and a red circle containing the number '1'. The first student is Abby Alaska (She/Her), the second is Chris California (he/him/his), and the third is Carrie Carolina (They/Them). The faculty member is Carrie Carolina (They/Them). The 'Username' and 'Org Defined ID' columns are redacted with grey boxes.

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

# Compose New Message

**Send**

To

Cc

Bcc

- [Redacted]@my.lonestar.edu > X
- [Redacted] > X
- [Redacted]@my.lonestar.edu > X
- [Redacted]@my.lonestar.edu > X
- [Redacted]@my.lonestar.edu > X
- [Redacted]@my.lonestar.edu > X

Subject ENGL-1301 4213 1 Composition & Rhetoric I

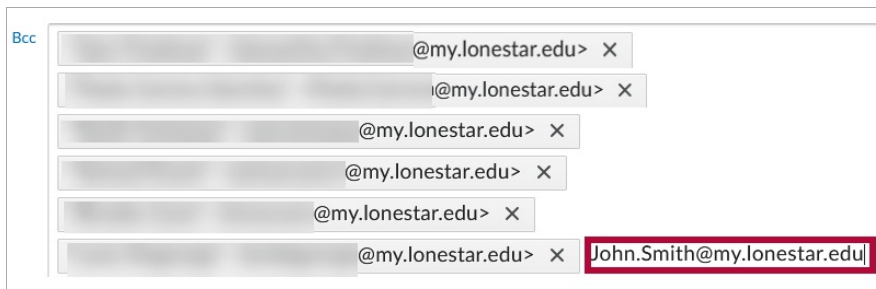
- You can also manually type out email address(s) within the field by clicking at the end of the last email entered in the field.

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

Bcc

- [Redacted]@my.lonestar.edu > X
- [Redacted]@my.lonestar.edu > X
- [Redacted]@my.lonestar.edu > X
- [Redacted]@my.lonestar.edu > X
- [Redacted]@my.lonestar.edu > X
- [Redacted]@my.lonestar.edu > X |

- 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 Grades | Manage Grades | Schemes | Setup Wizard

Import | Export | Switch to Standard View | More Actions

View By: User | Apply

Search For... | Show Search Options

2 [Email]

1

<input type="checkbox"/>	Last Name   First Name	Final Grades		InQuizitive	
		Final Calculated Grade	Inquizitive	Subtotal	
<input checked="" type="checkbox"/>	[redacted]	[redacted] %	[redacted] / 100	[redacted] %	[redacted] %
<input checked="" type="checkbox"/>	[redacted]	[redacted] %	[redacted] / 100	[redacted] %	[redacted] %
<input checked="" type="checkbox"/>	[redacted]	[redacted] %	[redacted] / 100	[redacted] %	[redacted] %
<input type="checkbox"/>	[redacted]	[redacted] %	[redacted] / 100	[redacted] %	[redacted] %

## 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 an email is composed in Outlook from *scratch* by typing in a D2L email address (**username@d2l.lonestar.edu**), the email will fail to deliver.

