

Send Emails To Students in D2L

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When sending a mass email through the **Compose New Message** window in D2L, there are no changes to the navigation. Emails are delivered to your students' LSC Outlook accounts instead of their D2L Email accounts

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

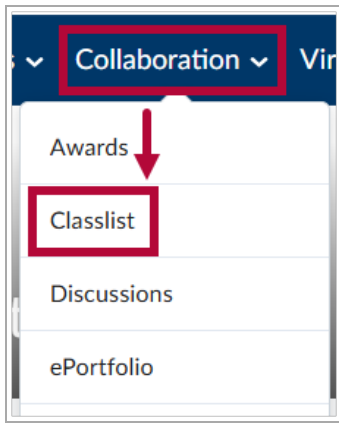
Whenever you want to send a bulk email to multiple students, you may recognize the small blue envelope icon  which appears in several locations throughout D2L, such as the **Classlist**, **Gradebook**, **Insights Portal**, and other areas. This envelope icon opens the **Compose-New-Message** window.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

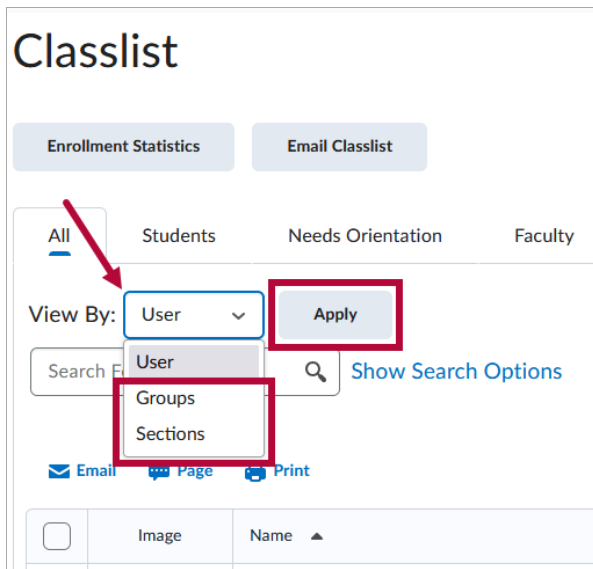
You will notice that the email listed in the **[Bcc]** field has changed from the old D2L email to the current LSC email. Additionally, the **Subject** field will automatically default to the name of your D2L course.

[▶ Show Video Walkthrough](#)

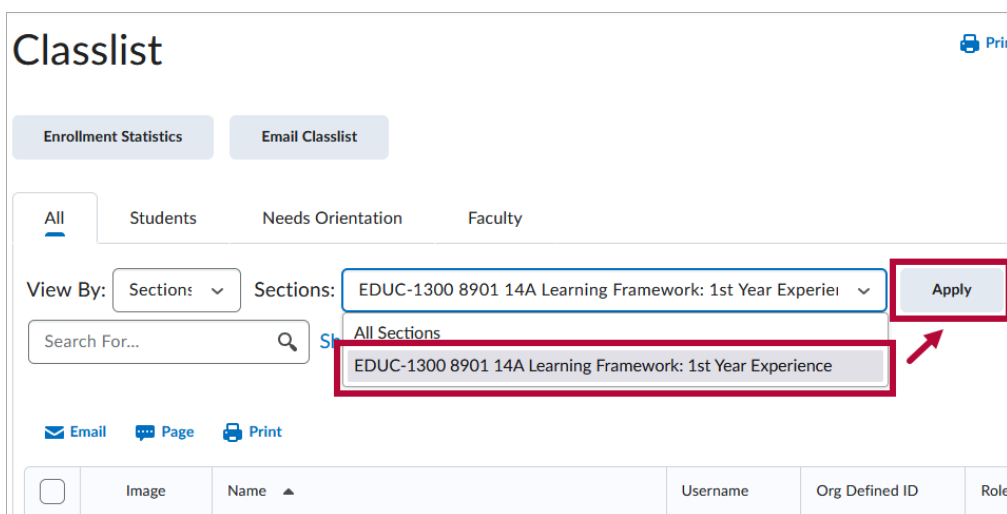
1. Navigate to **[Collaboration]** → **[Classlist]**.



- 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.






- 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.






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

2 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

NOTE: You can click the **[Checkbox]** in the **upper-left corner** 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**.

<input checked="" type="checkbox"/>	Image	Name ▲
<input checked="" type="checkbox"/>		Alaska, Abby (She/Her) ▼
<input checked="" type="checkbox"/>		California, Chris (he/him/his) ▼
<input checked="" type="checkbox"/>		Carolina, Carrie (They/Them) ▼

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

Compose New Message

Send

To

Cc

Bcc

Subject: ENGL-1301 4213 1 Composition & Rhetoric I

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, [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

@my.lonestar.edu > X

@my.lonestar.edu > X

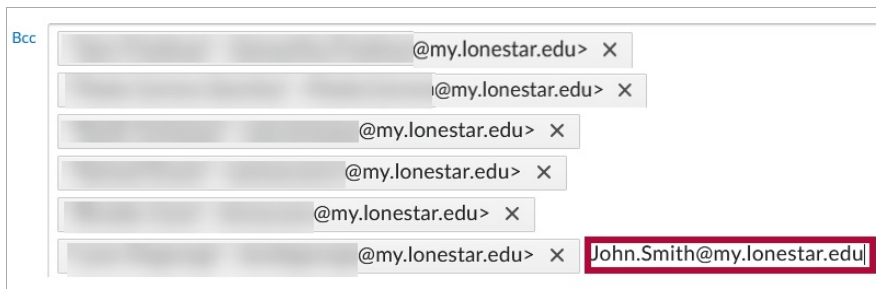
@my.lonestar.edu > X

@my.lonestar.edu > X

@my.lonestar.edu > X

@my.lonestar.edu > X

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 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	Last Name	First Name	Final Grades		InQuizitive	
			Final Calculated Grade	Inquizitive	Subtotal	
<input checked="" type="checkbox"/>	[redacted]	[redacted]	[redacted] %	[redacted] / 100	[redacted] %	
<input checked="" type="checkbox"/>	[redacted]	[redacted]	[redacted] %	[redacted] / 100	[redacted] %	
<input checked="" type="checkbox"/>	[redacted]	[redacted]	[redacted] %	[redacted] / 100	[redacted] %	
<input type="checkbox"/>	[redacted]	[redacted]	[redacted] %	[redacted] / 100	[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 you try to send a new message in Outlook by manually typing a D2L email address (e.g., username@d2l.lonestar.edu()), 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.

