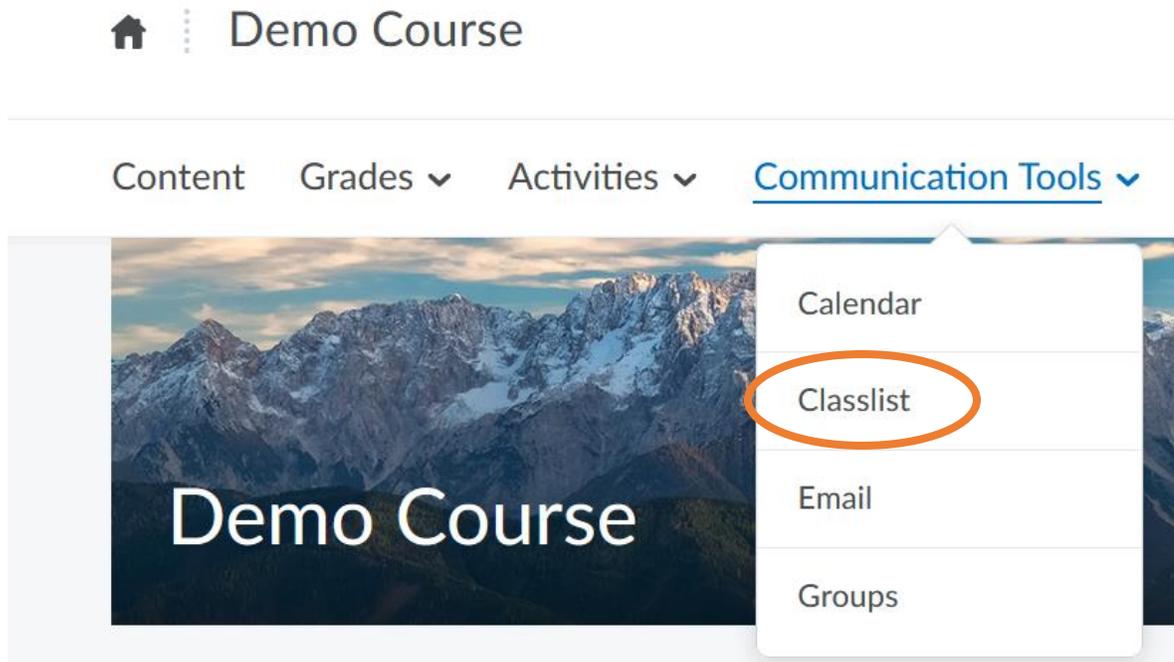


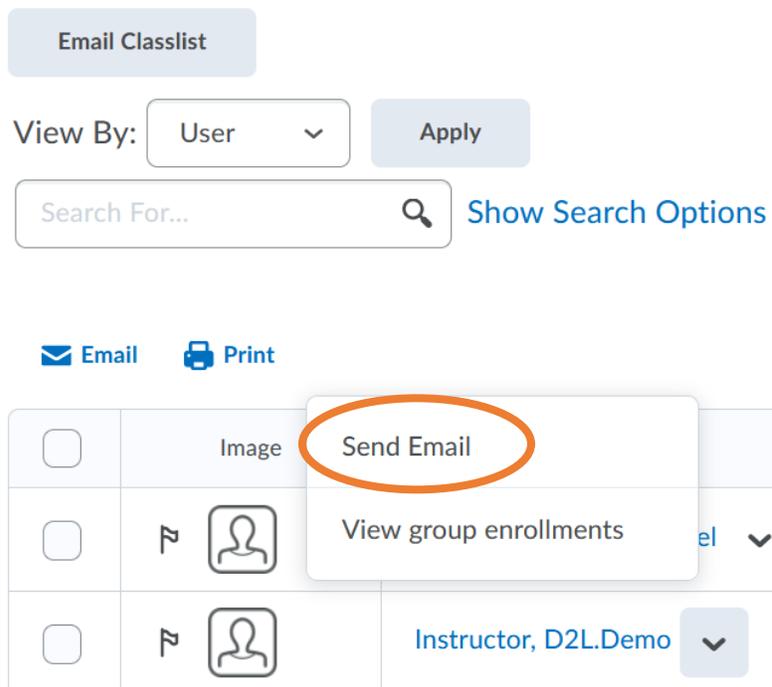
How to email your instructor in D2L using the Classlist

1. Access the **Classlist** from the *Communication Tools* on the Navigation Bar



2. Find your instructor in the list then select the drop-down arrow next to their name and click **Send Email**.

Classlist



The screenshot shows the 'Classlist' interface. At the top, there is a button labeled 'Email Classlist'. Below this, there is a 'View By:' dropdown menu set to 'User' and an 'Apply' button. A search bar is present with the text 'Search For...' and a magnifying glass icon, followed by a link 'Show Search Options'. At the bottom, there are two icons: 'Email' and 'Print'. Below these icons is a table with three rows. The first row has a checkbox, the text 'Image', and a dropdown menu with 'Send Email' highlighted in orange. The second row has a checkbox, a person icon, and a dropdown menu with 'View group enrollments' and a small 'el' label. The third row has a checkbox, a person icon, and a dropdown menu with 'Instructor, D2L.Demo'.

