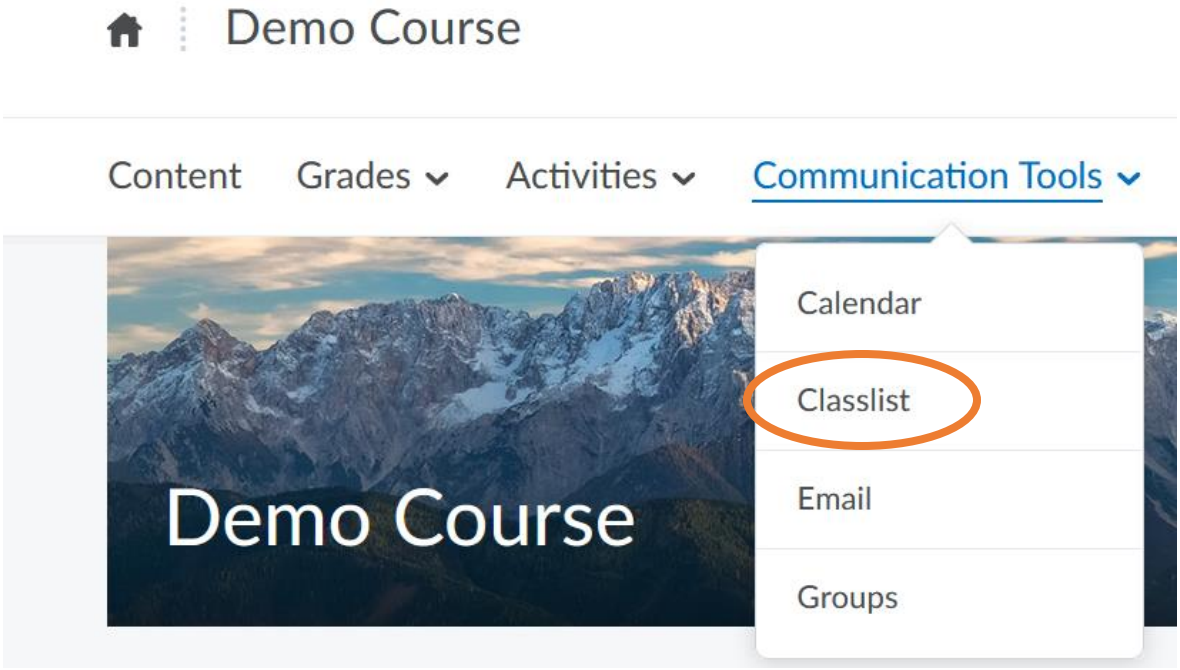
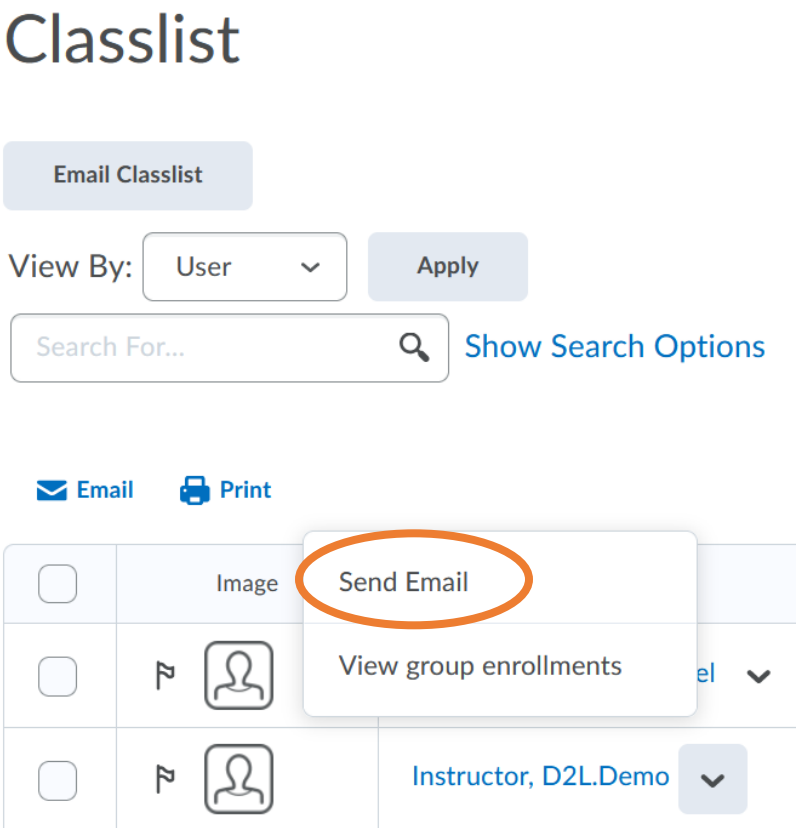
How to email your instructor in D2L using the Classlist

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

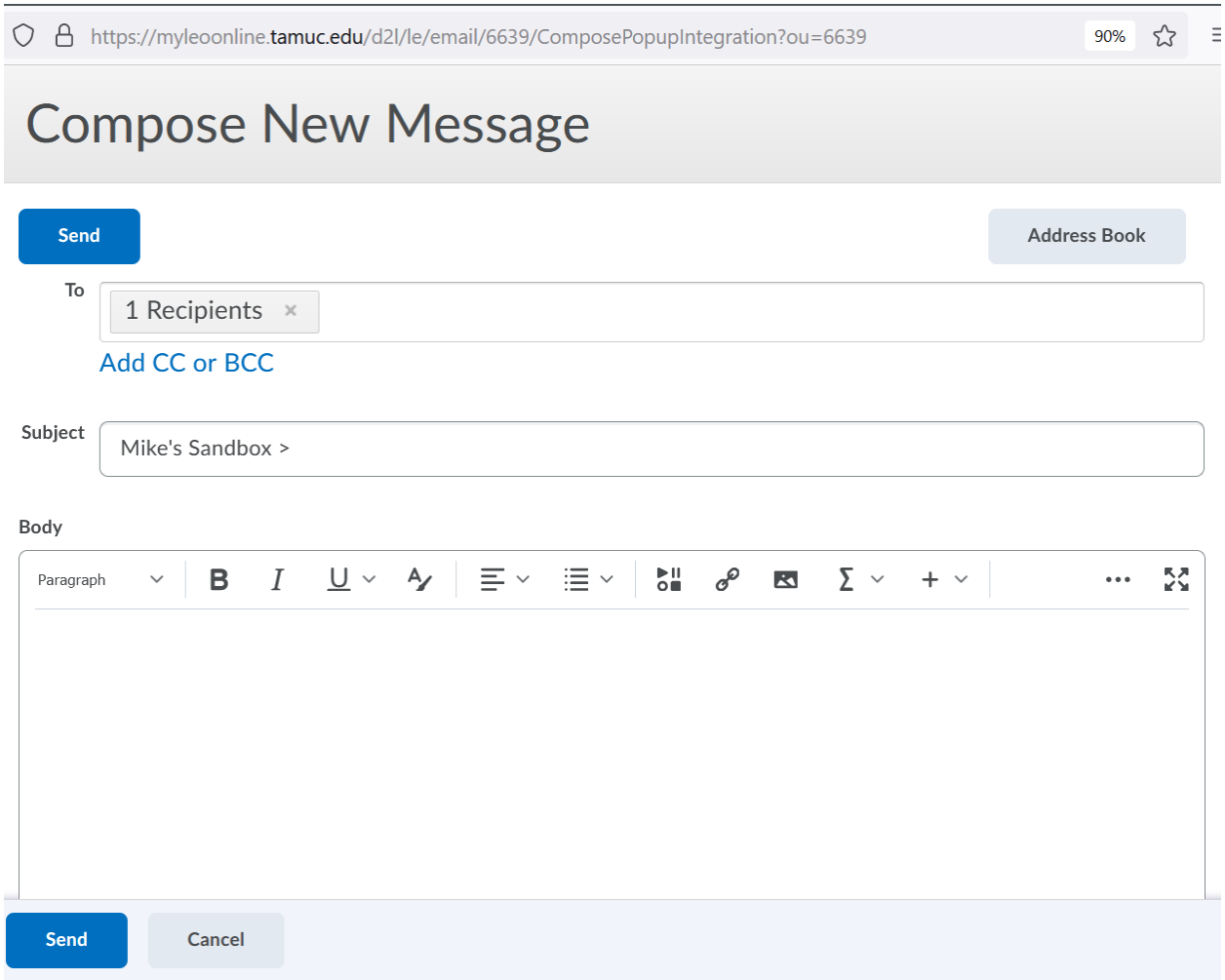


2. Find your instructor in the list then select the drop-down arrow next to their name and click **Send Email**.



3. A new window will open with the instructor's email populated in the "To" field and the subject line will have the course name.

Complete the body portion and click **Send**.



4. You will receive a copy of the message in your leomail student Gmail account if you have configured your D2L Email settings.