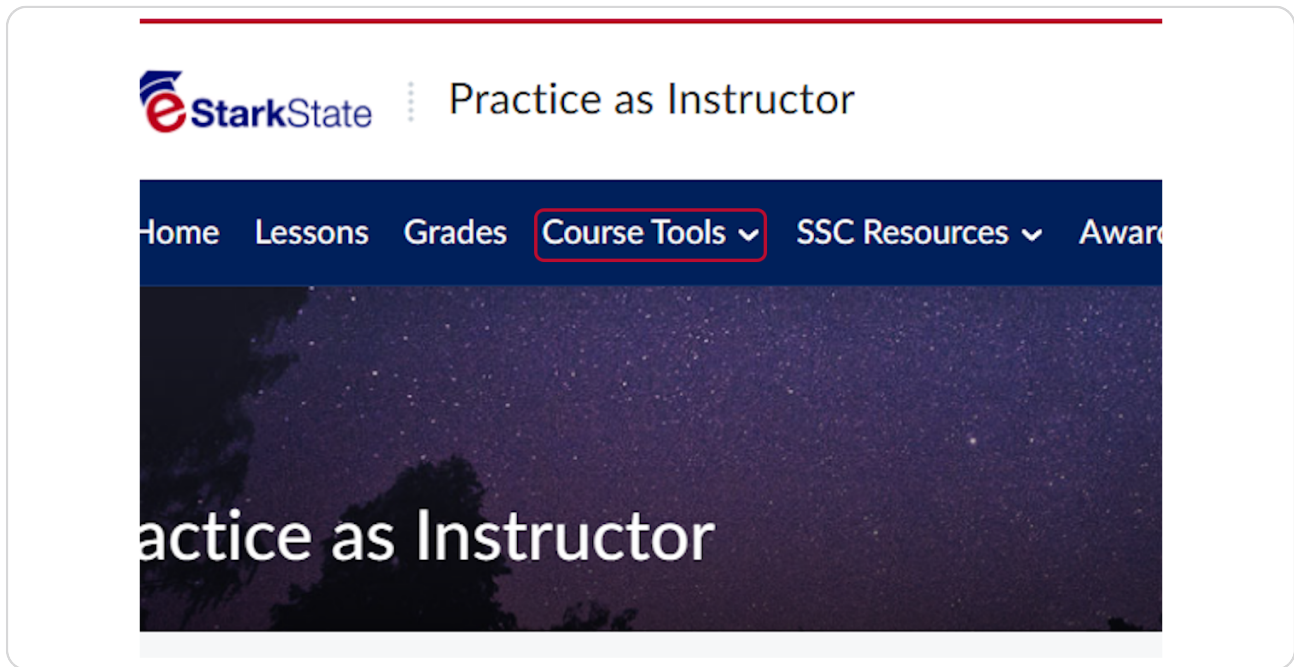


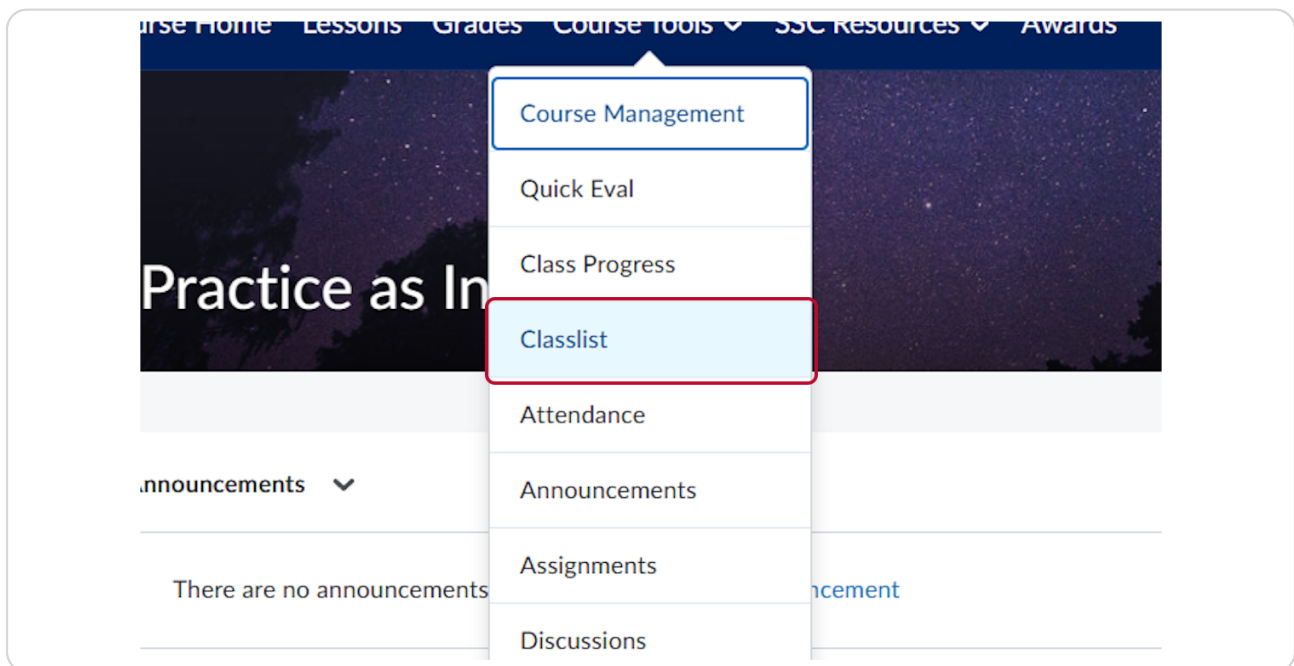
STEP 1

Click on Course Tools



STEP 2

Click on Classlist



STEP 3

Check the top box to select all users

9/17/2025




10:20 AM

Email

Print

Enrollment

Unenroll

<input checked="" type="checkbox"/>	Image	Name ▲
<input checked="" type="checkbox"/>		03, Instructor ▼
<input checked="" type="checkbox"/>		Smith, Tonya ▼ 

STEP 4

Click on Email

9/17/2025

10:20 AM

☐ End Date

9/17/2025


10:20 AM

Email

Print

Enrollment

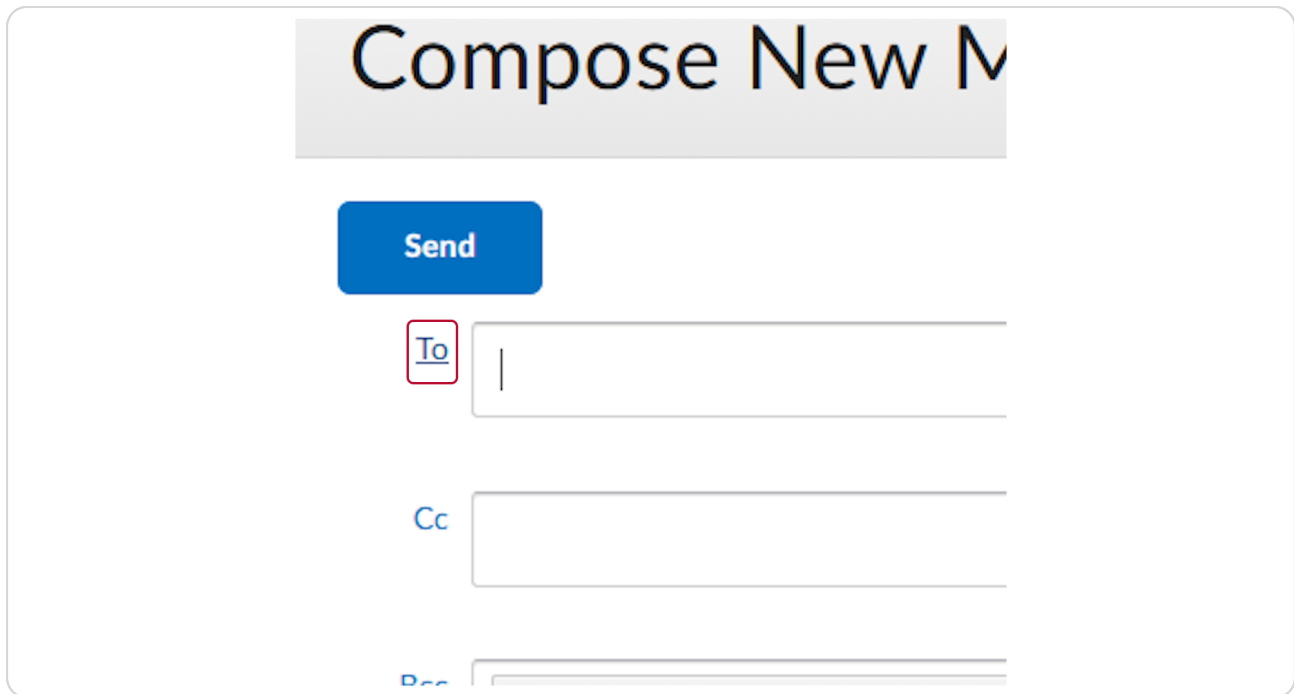
Unenroll

<input checked="" type="checkbox"/>	Image	Name ▲
<input checked="" type="checkbox"/>		03, Instructor ▼

STEP 5

Click on To and select your contact information from the class list.

This sends the email to you and blind copies the students.

A screenshot of an email composition window. At the top, the title 'Compose New Message' is displayed in a large, bold, black font. Below the title is a blue button with the word 'Send' in white. Underneath the button are three input fields for email addresses. The first field is labeled 'To' in a small blue font, and the second field is labeled 'Cc' in a small blue font. The third field is partially visible and labeled 'Bcc' in a small blue font. Each field has a small red square icon with a white 'X' inside, indicating a required field. The input fields are empty, with a vertical cursor visible in the 'To' field.

STEP 6

Compose your email and click on send