Send Email to Everyone on Tab

1. Click on the tab name of the users you would like to send email to.

   [All Students Instructors Staff Assistants Student Support]

2. Click Email everyone on this tab.
3. Fill out appropriate fields in email message window that pops up.
4. Click Send.

Notes

- The names and email addresses are in the Bcc line.
- The course name is populated in the Subject Line. You may delete or add to it.

Send Email to Select Users

1. Check the box in front of the user or users who you would like to email.

   - Farrior, James
     - stimdp@bloomu.edu
     - Student
   - Hampton, Casey
     - rbobak@bloomu.edu
     - Student
     - Dec 23, 2011 9:41 AM
   - Polamalu, Troy
     - jwolfe2@bloomu.edu
     - Student

2. Click the .
3. Fill out appropriate fields in email message window that pops up.
4. Click Send.

Send Email to an Individual

1. Click on the user’s name in the Classlist.
2. Fill out appropriate fields in email message window that pops up.
3. Click Send.

Note

- The name and email address are placed in the To line.