Email Using Classlist
This tutorial will guide you through the steps of sending an Email using Classlist on your Navigation Bar.

1. From the NWFSC Homepage – www.nwfsc.edu – click Distance Learning.

2. This will bring you to the Learning Technologies homepage for NWFSC. Click on the Desire2Learn icon on the right side of the screen.

3. The next screen accessed is the eLearning homepage. Type in your Username and Password for D2L.
4. First, click Classlist on the Navigation Bar.

5. Click the user’s email address located beside their name.

6. To send an email to multiple participants, click either the Email everyone on this page or Email everyone in the Classlist links.
7. The main email page will open with the user’s email address in the To field. When you are finished, scroll to the end and press Send.

8. The receiver will notice an envelope in the upper right corner of the screen. When the envelope is clicked your email will appear in a separate menu. After the icon is clicked and the email is addressed, the icon disappears until another email is received.

9. Your email has been received!