6. Click SEND at the top left corner of the compose new message window

*When performing this step, please be aware of how many students you have enrolled in your class and how many students you have listed per page in the D2L classlist.

This can be adjusted at the bottom of the page. You can adjust the number of students per page (second box) to include all the students in your class. Otherwise, your email will only be sent to those students on the first page of your classlist.