1. After logging into your course, select **Classlist** from the Communication drop-down menu in the main navigation bar.

2. From the Classlist page, you have several options to email all participants or a specific group of participants (Instructor, Students or Teaching Assistants) by clicking on the **Email Classlist** link at the top of the page.

3. Alternatively, you email individual participants by checking the empty box next to their Image. Participants are categorized by role (e.g., Instructor, Student or Teaching Assistant).