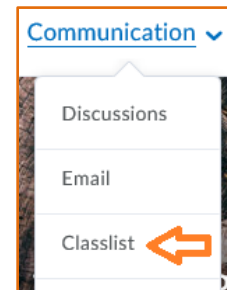


Send Email in Brightspace

Brightspace provides different ways of sending e-mail messages. This document will explore sending e-mail to someone in your *Classlist*.

1. Go to *Classlist* via *Communications > Classlist* on the Navbar.

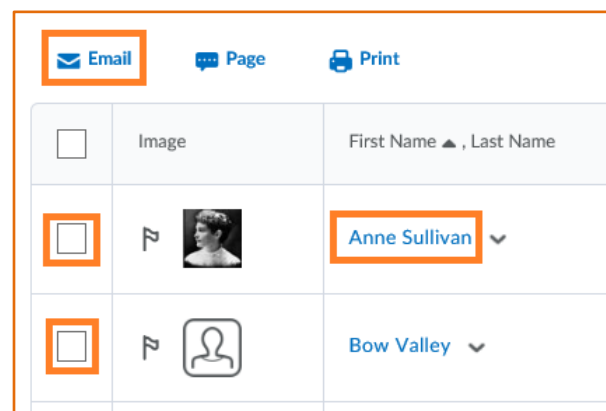


2. In the *Classlist*,

Click on a person's name to send an email to that individual.

For sending email to a group:

Select the persons you want to send e-mail to by clicking in the check box next to their name. Then, click *e-mail* button.



3. In the *Compose New Message* popup window that opens, type the subject and your message.

You can attach files to your message, using the *Attachments* area at the bottom of the window.

4. Click *Send* button.

