## 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.

Compose New Message
Send Save as Draft
To asullivan ×
Add CC or BCC
Subject
Body
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