How to send email with in your OAKS course

Note: The **Classlist** contains the names of your classmates as well as your instructor. You can easily send an email message to one, several, or all of your classmates and instructor from within your OAKS course.

1. Inside the course, select the drop-down arrow from the **Communication** tool in the navigation bar.
2. Click the **Classlist** link from the drop-down list to access the course **Classlist**.
3. Within the **Classlist** page, select the drop-down arrow located beside the name (select the individual you want to send an email too).
4. Click the **Send Email** link.
5. On the **Compose New Message** page, in the **To** field, you will see the name of the selected individual.

6. Add information in the **Subject** field.

7. Enter information into the **Body** field.

9. When completed, select the **Send** button located at the top of the pop-up window.