



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.

	Image	Last Name ▲, First Name	Role
<input type="checkbox"/>		Knox, Fake	Fake Student
<input type="checkbox"/>		Knox, Kim	Instructor
<input type="checkbox"/>		Student, T	Student


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.

Compose New Message


Send

To: 


[Add CC or BCC](#)

Subject: 

Body



Hi,

I would like to meet with you to discuss my grade for Homework 1 assignment.o 

Thank you,

