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.