
Sending Email in myLesley

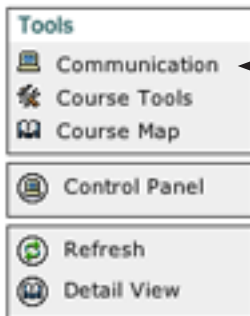
OVERVIEW

The **Send Email** tool within a myLesley course enables instructors to send emails to all participants (students and teaching assistants) in a course. Emails can be sent to individual students, groups or teaching assistants, or to all students, groups or teaching assistants.

With the Send Email tool, instructors can send email to all members of the class. Please note that the tool only allows email to be sent to individuals enrolled in the myLesley course; it is not possible to send email to anyone who is not enrolled. All replies to the email will be sent back to the instructor's Lesley email address.

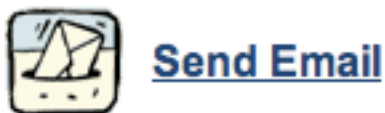
SENDING EMAIL

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1. Choose **Communication** in the "Tools" area in the left-side course navigation menu.

2. Click the **Send Email** tool link.



The "Send Email" page will appear on screen.

There are several options to choose from when deciding who to send email to. Instructors can send an email to all users including all students, observers and teaching assistants, all groups, all teaching assistants, all student users, all instructor users, or to select individual users or groups.

Sending Email in myLesley (continued)

3. Select an option from the list, "All Users" for example.

Send Email

- ▶ [All Users](#)
- ▶ [All Groups](#)
- ▶ [All Teaching Assistant Users](#)
- ▶ [All Student Users](#)
- ▶ [All Instructor Users](#)
- ▶ [Select Users](#)
- ▶ [Select Groups](#)

By selecting "All Users," instructors will be able to send an email out to all users currently enrolled in the course, and a copy of the email will also be sent to the instructor's email address. Each student's email information will be automatically added.

4. Type in a **Subject** for the email, and type in the email **Message**.

1 Email Information
To Skinner, BF; Demo, CatStu17; Demo, CatStu18; Demo, CatStu19
From Mr. Elizabeth Marie Galbraith (egalbrai@mylesley.edu)
Subject
Message

5. To attach one or more files to send with the email, click on the **Attach a file** link next to "Attachments."

Attachments [Attach a file](#)

6. Click on **Submit** at the bottom of the screen to send the email.

Submit

The email will be sent to all the users in the course, and a copy to the instructor's email. Any responses to emails sent out within myLesley will go directly to the instructor's email inbox.