Email Multiple Courses or Sections at One Time

If you are teaching multiple sections and/or courses, you can email them at one time.

1. From within any of your courses, click on the Classlist link located on the Course navigation bar.

2. Click Email everyone on this tab.

3. Click on Address Book located in the top left corner.

4. Click the Filter By drop down arrow and select one of the course names.

5. Once a name of a course is selected, click the checkbox next to "Bcc ."

6. Click the Bcc link, too. This places all the names of the section into the Bcc field. We recommend that you put your recipients in the Bcc field, so that students will not see each other’s email addresses.

7. Repeat selecting the course names from the Filter By drop-down menu until all students have been selected and automatically placed in the Bcc field. When you are finished adding all students from other courses, click Add Recipients.

8. Fill out Subject line.


10. Click Send.