

## Brightspace: Email

The Email tool allows you to send email from within Brightspace. You can also organize received mail using folders.

### To email students using the Classlist tool:





1. On your course home page, click on the **Communications** menu and then select **Classlist**.
2. Do one of the following:
  - a. Click **Send Email** from the drop – down menu of the students you want to contact.
  - b. Select the check boxes for every student you want to email, and then click **Email** at the top of the table.
3. Compose your message and add any attachments.
4. Click **Send** or **Save as Draft** to send later.

### To email learners using the Email tool:

1. On your course home page, click on the **Email** icon on the mini bar or use the **Communications** drop-down menu and select **Email**.
2. Enter the email address and subject.
3. Compose your message and add any attachments.
4. Click **Send** or **Save as Draft** to send later.

### To read an email message:

1. From your email account, be sure you are viewing from the **Date** order. If you do not see any recent emails, click on **Date** to sort your emails from most recent.

<input type="checkbox"/>	Subject			From	Date ▾
<input type="checkbox"/>	<b>Dropbox submission receipt</b>			BrightspaceSupport@onl...	Feb 7, 2022 2:59 PM
<input type="checkbox"/>	<b>Dropbox submission receipt</b>			BrightspaceSupport@onl...	Jun 22, 2021 11:35 AM

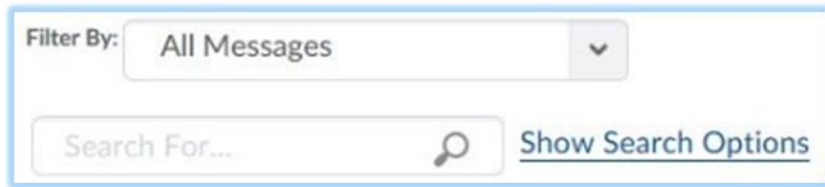
2. Unread messages appear in bold.
3. To read a message, click the subject link of the message. The message opens in either a preview pane or new window, depending on your settings.

### To reply to or forward an email message:

1. From the **Message List** page, click on the message you want to reply to or forward.
2. Click Reply, Reply All, or Forward.
3. Enter the recipient names in the To, CC, and Bcc fields. For reply and reply all the recipients automatically populate, but you can add additional recipients if desired.
4. Add any additional content, including attachments, to the message.
5. Click **Send** in the upper left corner of the screen.

## To search for an email message:

1. Use the Search For field to search and find messages in the Message List. Type the word you are searching for in the Search For field and click Search.



2. Click the **Show Search Options** link to search specifically in the From, Subject, or Body fields of messages in the Message List.

## To delete an email message:

1. Select the check box next to the message or messages you want to delete.
2. Click **"Move to Trash"**.

**Note:** Deleted messages are moved to the Trash folder. Deleting the message from the Trash folder removes it permanently.

## Using email folders

Folders help you manage your messages by organizing them into groups. Your folders are listed in the **Folder** drop-down list and in the Folder List pane to the left of the Message List if the pane is set to display. You have the following folders by default:

- Inbox
- Sent Mail
- Drafts
- Trash Can

You can add folders to this list as needed.

## To move a message to a folder:

1. Select the check box next to the message or messages you want to move.
2. In the **Move To** drop-down list, select the folder you want to put the messages in.

## To add a folder:

1. On the **Folder Management** page, click **New Folder** in the upper left corner.
2. Type a name for the folder in the **Folder Name** field.
3. Assign the folder a **Parent Folder**, if applicable. Choosing a parent folder means that the folder you add nests within the parent folder. Choose "None" if you do not want the folder to have a parent. You can nest the folders as deep as you want.
4. Click **Save**.

## To delete a folder:

1. Click **Delete** from the context menu next to the folder you want to delete. You cannot delete system-created folders.