This tutorial covers how to send emails from uiuLearn using the Classlist tool option.

**STEP 1**  
Log in to your uiuLearn course and click Classlist from the navigation bar.

**STEP 2**  
The Classlist showing all students enrolled in your course will appear on the next screen. To email a student (or students), click the selection box(es) next to the name(s).

**STEP 3**  
Then, click the Email icon.

**STEP 4**  
An email interface will open where you can compose a message, add attachments, and then Send.
STEP 5> If you wish to email your entire class from the Classlist tool, click the Email Classlist button found above the Classlist roster.

![Email Classlist](image)

STEP 6> The next screen will display your Classlist for that specific course. Click Send Email below the list.

![Email Classlist](image)

STEP 7> The next screen will allow you to compose the email. When you are finished click “Send.”

✔️ PLEASE NOTE:

- Emailing your instructor does NOT count as student activity in a course for attendance tracking.
- Emails will ONLY be delivered to UIU email addresses.
- The subject line will automatically be populated with the course name and number; you can add additional information to the subject line if you wish.
- No emails can be received within uiuLearn. Any replies students or instructors would send back to you will be delivered to your UIU email address inbox.