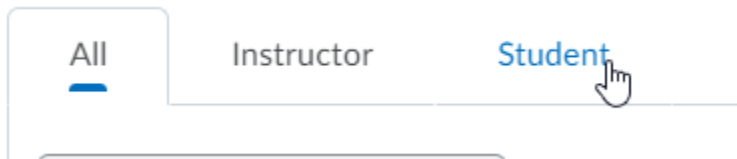


How to Contact Your Students Before Classes Start

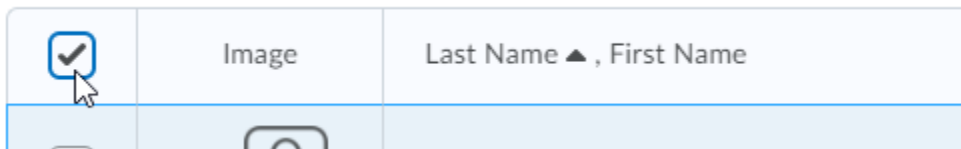
To contact your students before classes start, you can use the Brightspace email tool to contact them at their Office 365 Langara email addresses.

Sending a Message

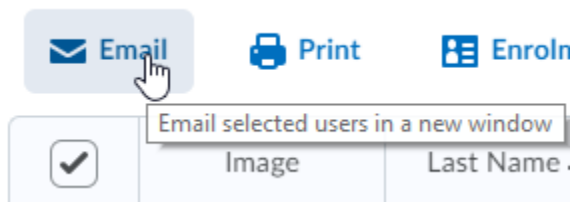
1. In your course, go to My Tools > Classlist
2. Click on the Student tab



3. Click the checkbox at the top left of the Classlist to select all of your students



4. Click the Email icon

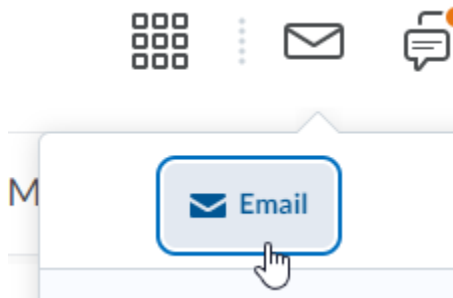


5. This will open a Compose New Message new window with all of the students added
6. Add a Subject, compose your email, and click Send

The message will be sent to your students' Langara email account. If they reply, it will come to your @langara.ca email only.

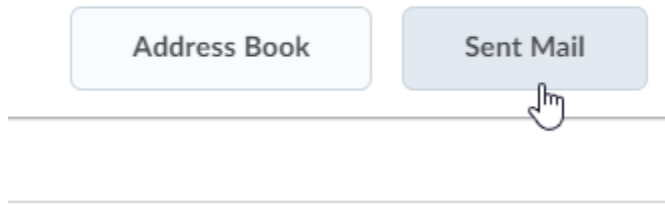
Want to see email sent from Brightspace?

1. Click on the Email icon



2. Click on the Sent Mail button

Settings



3. Click on a message to view it



New Brightspace Email Settings

Brightspace email settings have changed. It will no longer be possible to receive email messages in Brightspace, and when people respond to the emails you send from your course, the message will go to your Langara email address. You can, however, create an email signature, and control how Brightspace email treats sent messages. To see your settings, click on the Email icon and click on Settings.



By default, all sent messages are saved in your Brightspace Sent folder. If you would also like a copy of sent messages sent to your Langara address, click the box next to “Send a copy of each outgoing message to username@langara.ca.” This will allow you to forward messages you’ve already sent, for example if you send a message to students and later need to send the same message to students who register later in the semester.

Email Settings

Email Options

- Save a copy of each outgoing message to the Sent Mail folder
- Send a copy of each outgoing message to acrossby@langara.ca