Classlist

Use the **Classlist** tool to view who's enrolled in your course, check users' online statuses, email, and view profiles.

Select the **Classlist** link on the navigation bar of your D2L course.

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Check Who's Online from Classlist

The Online Status icon displays beside the names of other users who are currently online.

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Send an Email from Classlist

**Step 1:** Select the check boxes beside the users you want to send an email to and select **Email**.

![Classlist Email Selection](image)

**Step 2:** The **Compose New Message** window pops up. The **Subject** field will be filled with the name of the course you are sending from, you may change this if you wish. Enter your **Message** in the **Body** field. You can select **Upload** or **Choose Existing** to add an attachment. When done composing your message, select **Send**.

![Compose New Message](image)
Check Sent mail in D2L

**Step 1:** Select the Mail icon from the mini-bar, then select the **Email** link.

![Email icon in D2L interface]

**Step 2:** Select the **Sent Mail** button. You can now view mail sent from your D2L course.

![Compose New Message in D2L interface]

**Step 3:** Select the subject link to view the sent mail details.

![Sent Mail in D2L interface]

**View Classmate’s Profile**

To view a classmates’ profile select the dropdown next to a name and select **View Profile**.

![View Profile dropdown in D2L interface]