KODIAK QUICK GUIDE: Email

Overview
Kodiak has a **send-only** email system. You can send email to your students through Kodiak, either to the entire class at once or to individual students. When you send an email, it goes to the Student's WNE Outlook account. If a student replies to your email, it will go to your WNE Outlook account. It will not go to your Kodiak classroom. **No email is received within Kodiak**.

How to Access Email
In Kodiak, email is accessed through the Classlist. Click **Classlist** in your course navigation bar.

In this Guide
- Sending an email to your entire class
- Sending an email to selected students

Sending an Email to Your Entire Class

1. Click **Classlist** in your course navigation bar.

2. Click the **Email Classlist** button (Figure 1).

3. Click **Send Email** at the bottom. A new window will open for you to compose your message.

4. Enter your subject and message in the appropriate fields.

Note: Kodiak's code for your course will be pre-populated in the subject line of your email (Figure 4). It is recommended that you do not remove it. You and your recipients can use that to filter your WNE Outlook email to allow all correspondence for a course be sent to a course-specific folder within your Outlook account.

5. If you would like to add an attachment, click **Upload** at the bottom of the screen and locate the file on your computer.

6. Click **Send** on the top-left corner of the page when you are done composing your email (Figure 2). The email will be sent to everyone in your course.

Sending an Email to Selected Students

1. Go to the "Classlist" page.

2. Select the checkbox next to the names of students you want to email.

3. Click **Email** at the top of the list (Figure 3).

4. Enter your subject and message in the appropriate fields.

5. If you would like to add an attachment, click **Upload** at the bottom of the screen and locate the file on your computer.

6. Click **Send** on the top-left corner of the page when you are done composing your email (Figure 2). The email will be sent to the students you selected.
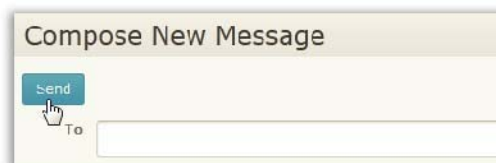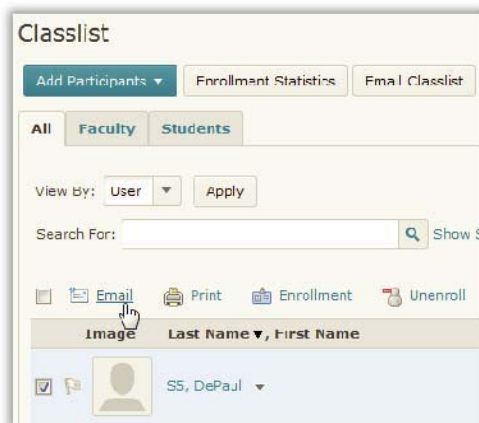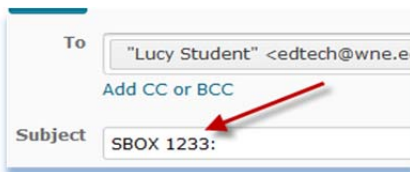

Figure 1

Figure 2

Figure 3

Figure 4