# Email Tips

Here are a few pointers to help with D2L Email:

* To send email to students in a course, from the Classlist, select the Students tab. Select all or individual students then click the mail link. Do not include yourself in the email.
* To keep a copy of each Sent email, choose "Save a copy of each outgoing message to Sent Mail" in the Settings.
* At the end of each semester (or during the semester if you prefer), create a folder by clicking the Folder Management button. Choose New Folder and create a folder where you will move email. It is recommended that you not delete email in case you need it for documentation. Move the semester's email to the folder as follows:
	+ Select all email by clicking the check box at the top of the list.
	+ In the "move to" box, choose the semester folder you created.