

# KODIAK QUICK GUIDE: Email

## Overview

### 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**