## Course Emailer

### What is the Course Emailer?

The Course Emailer can be used to send email to an entire class or a class section using your default email client (like Outlook) instead of the built-in messaging system in Canvas. The Course Emailer also displays the individual email addresses of class members. This tool may be a good option for teaching staff who are more comfortable communicating via email or who want to keep all of their correspondence within their own email client.

### **Important**

Emails sent to mailing lists must be sent from a user’s default email address in Canvas. The user’s default email address in Canvas is the official Harvard email address unless it is changed in Canvas.

### Locate the Course Emailer in Canvas

Navigate to “Course Emailer” on the Course Navigation Menu.

*If you do not see it, you must enable the feature. Go to “Settings” on the left-hand course navigation menu, select the “Navigation” tab, locate the “Course Emailer” and enable. Click the “Save” button at the bottom of the page.

### Email the entire course

Click on the blue link next to the "Course Mailing List" header; a window will open in the user’s default email client (e.g. Outlook) with the mailing list address in the "To" field. Teaching staff can also copy the mailing list address that is displayed and paste it into an email.

The format for this main mailing list address is canvas-xxxx@coursemail.harvard.edu where xxxx is the Canvas course ID from the course URL, e.g.: https://canvas.harvard.edu/courses/xxxx/

### What if I receive an error when attempting to email the class list?

If you receive a bounce-back email with the subject line "Undeliverable mail," please check out our Course Emailer Troubleshooting Tips for possible solutions.
Email a course section

Mailing lists are created for any sections that are created with the Manage Sections tool or with the Student Information System (SIS) (e.g. My.Harvard). To email one of these sections, click the tab that says "Email Specific Sections." Please note this tab will only appear if the course has been sectioned. The Course Eemailer will specify which sections have been created with Manage Sections, and which have been created with the SIS. To email a specific section, click the blue “Email” button that corresponds to that section. Teaching staff can also copy the mailing list address that is displayed and paste it into an email.