Emailing through NU Online

The NU Online email tool allows you to email students, instructors, or groups in your course. Note that the email will be sent to the NEU email for each user and will not be stored in NU Online. To view the email from your course, check your NEU email address.

From the NU Online Campus tab, click on “Send Email” in the Tools panel.

Select the course.
Select the user or group.

Send Email
Instructors can send email to all or selected individual Users, Students; email cannot be sent to anyone who is not a member of the course.

- **All Users**
  Send email to all of the users in the Course.

- **All Groups**
  Send email to all of the Groups in the Course.

- **All Teaching Assistant Users**
  Send email to all of the Teaching Assistant users in the Course.

- **All Student Users**
  Send email to all of the Student users in the Course.

- **All Instructor Users**
  Send email to all of the Instructor users in the Course.

- **Select Users**
  Select which users will receive the email.

- **Select Groups**
  Select which Groups will receive the email.
Complete the information and click “Submit”.

Note: You can also access the email tool through the Tool menu, located in each of your courses: