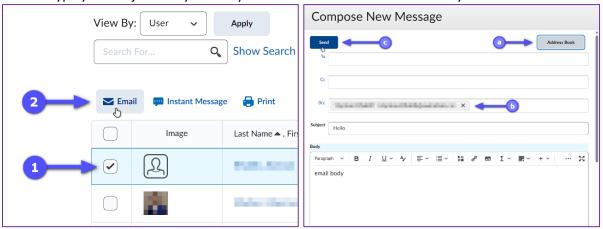# How do I send an email or instant message on Brightspace as student

1. Navigate to your course site, click **Course Tools > Classlist** and select the recipients by checking the boxes.
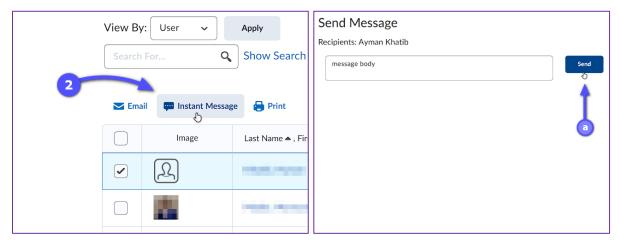
To send an email

2. Select **Email**.
   a. If you have added names to the **Address Book**, you can select it to add recipients from the address book.
   b. By default, recipients are automatically populated in **Bcc** box for you, but you can manually add or move them to other boxes.
   c. Type your subject and your body text and then click **Send** when ready.

To send an instant message

2. Click **Instant Message**.
   a. Fill the message body field and click **Send** when ready.

For more documentation, visit www.uwindsor.ca/brightspace. For questions, contact brightspace@uwindsor.ca.