

HOW TO: Email Individual Sections within Cross-Listed Courses

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Emailing individual sections within Cross-listed courses

1. To email the individual sections, go to the **Inbox** on the Global Navigation menu.
2. On the upper right, click on the **first icon** to Compose a New Message.
3. Select the **combined course** from the drop down menu.
4. In the To field, click on **the icon** in the **far right** of the field.
5. Click on **Course Sections** and choose the section you want to email.
6. Type in a Subject.
7. Check the box if you want to "Send an individual message to each recipient".
8. Type your email message.
9. Click **Send**.

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