## Mass Email the Easy Way

From the **Pages** top-tab, click the **Email icon** for the class you want to send the email to.

Pages	My Info	Student	Attendance	Gr	adebook	Pla	nner	Assessment	PD	Tools	
	Teacher Classes										
Home	Previous				sday, December 15 Next						
Page Directory	Classes Meeting				Attenda	ance	Postec	d Gradue	Posted	Email	
	AM - ATTAM-02 - AM Atte					æ				⊠6	
	PM - ATTPM-02 - PM Atte				E	æ			2	•	
	Classes Not Meeting							Grades	Posted	Email	
	MADST-K-02 - APPLIED 🐚						1		⊠		
	MADST01-02 - APPLIED  MAEK-02 - ARTS ED MAE01-02 - ARTS ED							-		5	
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The **To** field will populate with all the students in that specific class.

The TO field will populate with all the students in that specifi	IMPORTANT – All recipients are		
Mass Imail - Google Chrome	- 0 X	BCC'd so no email addresses are made public.	
From:			
To: Usuama, Lunity X Lawa, 'linitar: X Mashika: Byoleni Ilinemenan, Lunity X Datos, 'violantur X Damana, Itameni Narite; Lily X Bistowey, Runger X Dreves, Jurdur V Students Contacts Runger X Dreves, Jurdur V Students Contacts Runger X Dreves, Jurdur V Include Alternate Email Address Include Alternate Email Address Put your own-email address here so you receive a copy Subject Atachment Add File Atachment Add File I Normal Address I I X x x*	X Persialit, Disease X X Intelligence, Riveya	<ul> <li>Remove a student by clicking on the X beside their name.</li> <li>Click on Contacts to email parents rather than students</li> <li>Add your email in the BCC field so you receive a copy</li> <li>Click Add File to add an attachment</li> <li>Type your Message here</li> </ul>	
body p	4	Press <b>Send</b> to send the	
		message.	