Mass Email the Easy Way

From the **Pages** top-tab, click the **Email icon** for the class you want to send the email to.
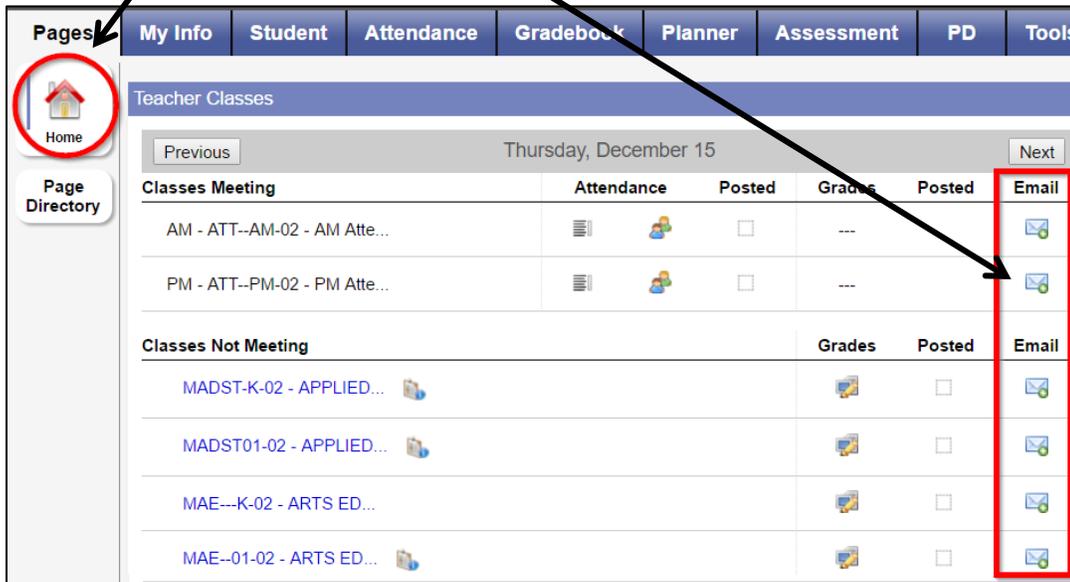
The **To** field will populate with all the students in that specific class.
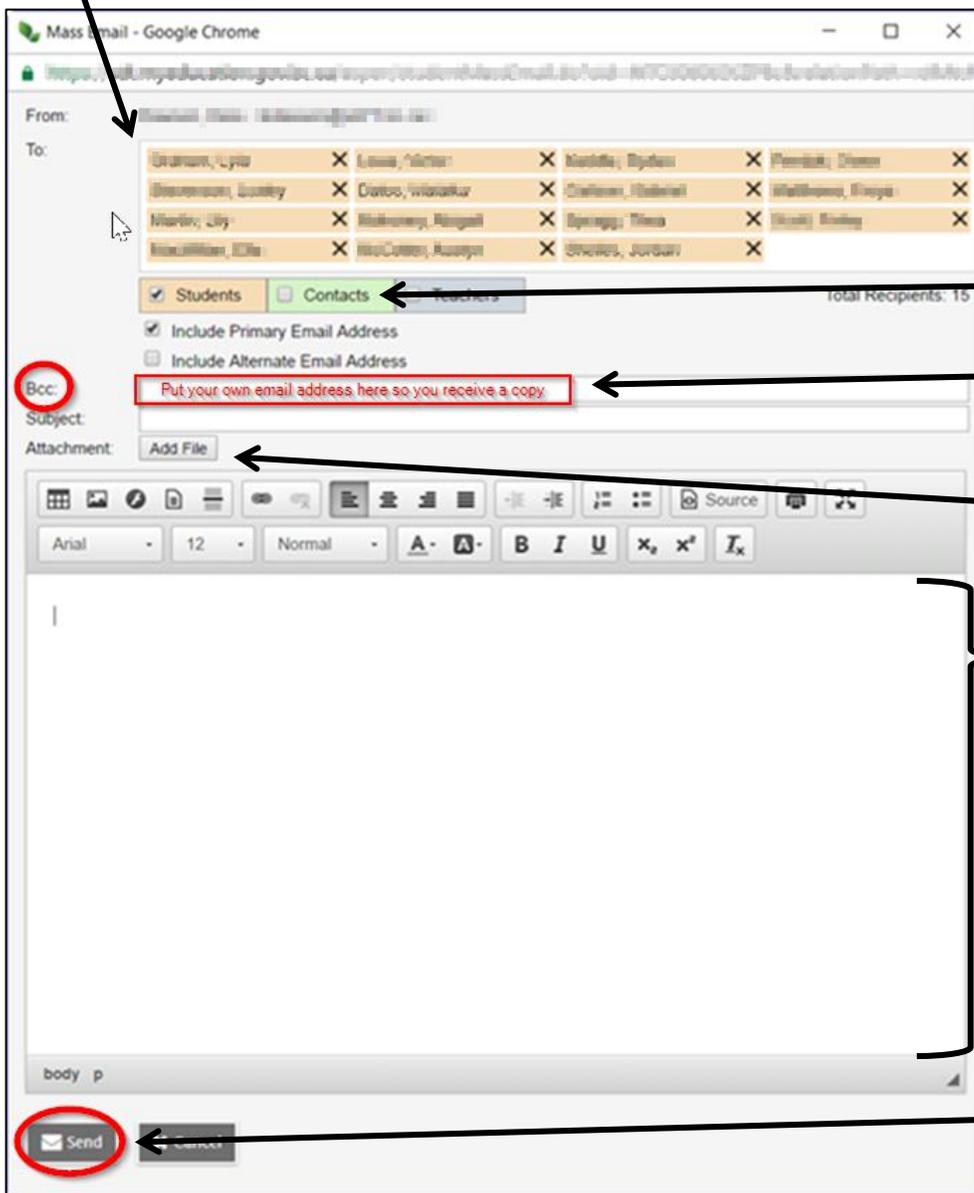
IMPORTANT – All recipients are BCC'd so no email addresses are made public.

Remove a student by clicking on the **X** beside their name.

Click on **Contacts** to email parents rather than students

Add your email in the **Bcc** field so you receive a copy

Click **Add File** to add an attachment

Type your **Message** here

Press **Send** to send the message.