

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 screenshot shows the 'Pages' tab with a sidebar containing 'Home' and 'Page Directory'. The main content area is titled 'Teacher Classes' and shows a table of classes. The 'Email' column is highlighted with a red box, and an arrow points to the email icon in the 'Email' column for the 'AM - ATT--AM-02 - AM Atte...' class.

Classes Meeting	Attendance	Posted	Grades	Posted	Email
AM - ATT--AM-02 - AM Atte...					
PM - ATT--PM-02 - PM Atte...					

Classes Not Meeting	Grades	Posted	Email
MADST-K-02 - APPLIED...			
MADST01-02 - APPLIED...			
MAE---K-02 - ARTS ED...			
MAE--01-02 - ARTS ED...			

The **To** field will populate with all the students in that specific class.

The screenshot shows the 'Mass Email' form in Google Chrome. The 'To' field is populated with a list of students. The 'Bcc' field is highlighted with a red box, and an arrow points to the 'Add File' button. The 'Send' button is also highlighted with a red box.

From: [Name]
To: [List of students]
[X] Students [X] Contacts [X] Teachers
[X] Include Primary Email Address
[X] Include Alternate Email Address
Bcc: Put your own email address here so you receive a copy
Subject: [Text]
Attachment: Add File
[Send]

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.