Student Emails

How to Send an Email:

1. Click the **Send Email** button from the left toolbar.
2. On the Send Email page, click on one of the **options** listed to send the email.
3. For the Single/Select Users or Single/Select Groups, select the recipients in the **Available to Select** box and click the right-pointing arrow to move them into the **Selected** box. A back arrow is available to move a user out of the recipient list.
   Tip:
   - To select multiple users in a list, press the SHIFT key and click the first and last users.
   - You can also use the Select All function to send an email to all users.
4. Type your **Subject** (required).
5. Type a **Message**.
6. Select the **Return Receipt** box to send a copy of the message to the sender (recommended).
7. Optionally, click **Attach a file** to browse for a file from your computer.
8. Click **Submit**.