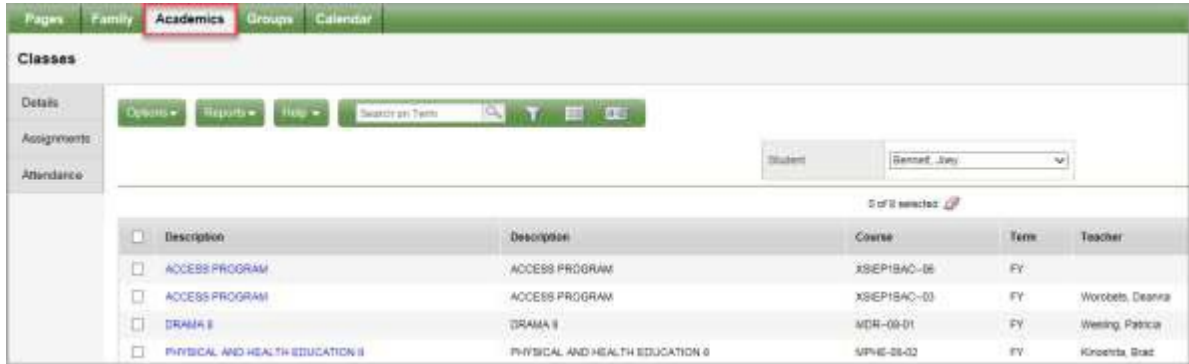


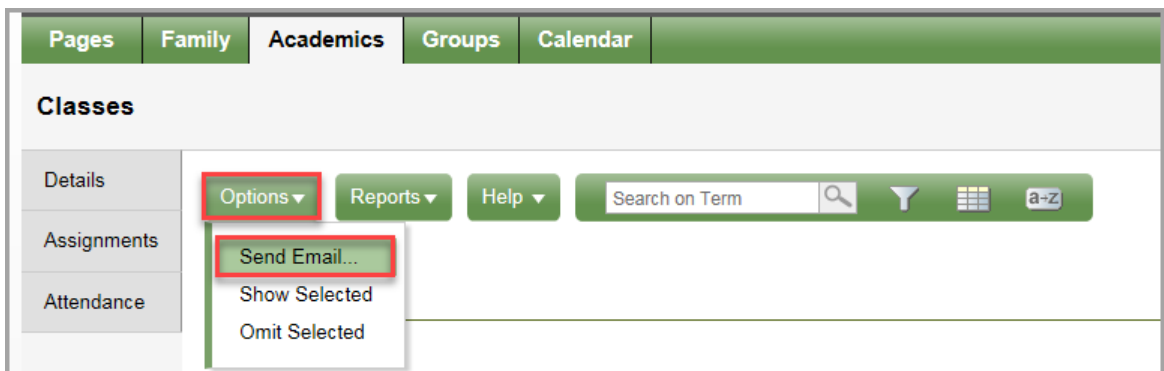
How to Use MyEducation BC to Send Email to Teachers

If you would like to send an e-mail to your child's teacher(s), go to:

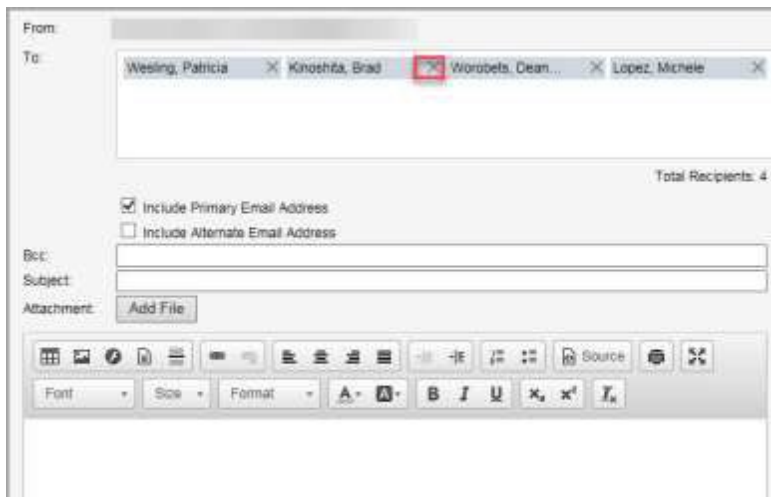
1. Academics top tab



2. Select Options > Send email.



3. A list of all your child's teachers will display in the To: field. To remove a teacher, click the X beside their name.



4. Enter your email address in the **BCC** field to keep a copy of the message. Enter the subject, the body of the email, then click **Send**.

The image shows a screenshot of an email composition window. The 'From' field is empty. The 'To' field contains three recipients: 'Wesling, Patricia', 'Worobets, Dean...', and 'Lopez, Michele'. Below the 'To' field, there are two checkboxes: 'Include Primary Email Address' (checked) and 'Include Alternate Email Address' (unchecked). The 'Bcc' field is highlighted with a red box and contains the email address 'Parent@gmail.com'. The 'Subject' field contains 'Parent/Teacher Meeting'. The 'Attachment' field has an 'Add File' button. Below the fields is a rich text editor toolbar with various icons for text formatting, alignment, and insertion. The main body of the email is currently empty.