## 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

Classes									
Details Assignments	Q <sub>en</sub>	nte Maporta Many e Deartorpor Tento		States	Bennet, Jusy	v			
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2. Select Options > Send email.

Pages F	Family Academics Groups Calendar								
Classes									
Details	Options ▼ Reports ▼ Help ▼ Search on Term								
Assignments	Send Email								
Attendance	Show Selected Omit Selected								

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.

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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**.

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							Total Recipients: 3
Include Primary Email A	ddress						
Include Alternate Email	Address						
Parent@gmail.com							
Parent/Teacher Meeting							×
Add File							
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