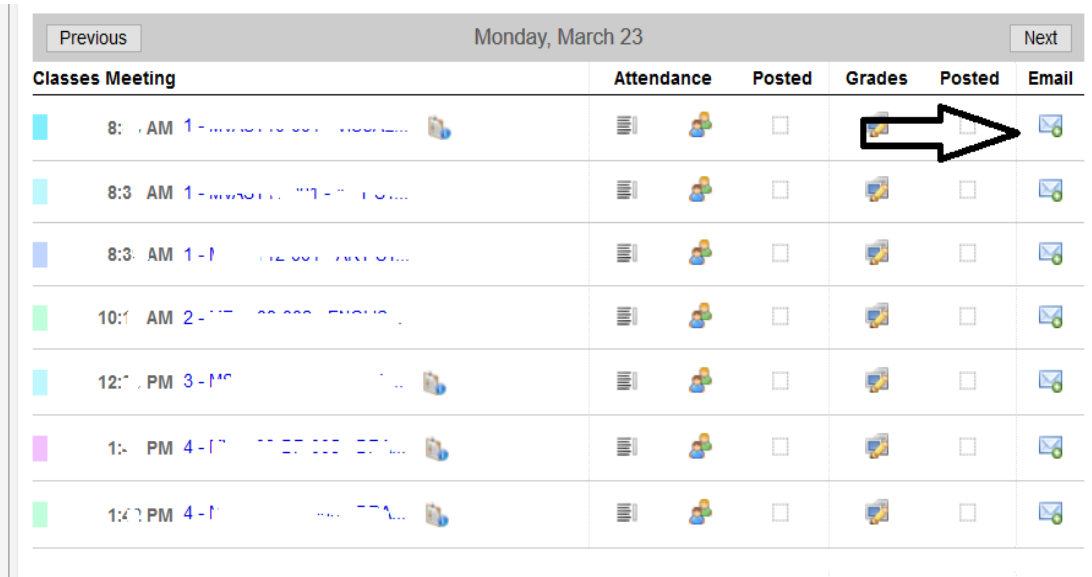


**How to Send an Email in MyEd**

There are multiple ways to send emails through MyEdBC.

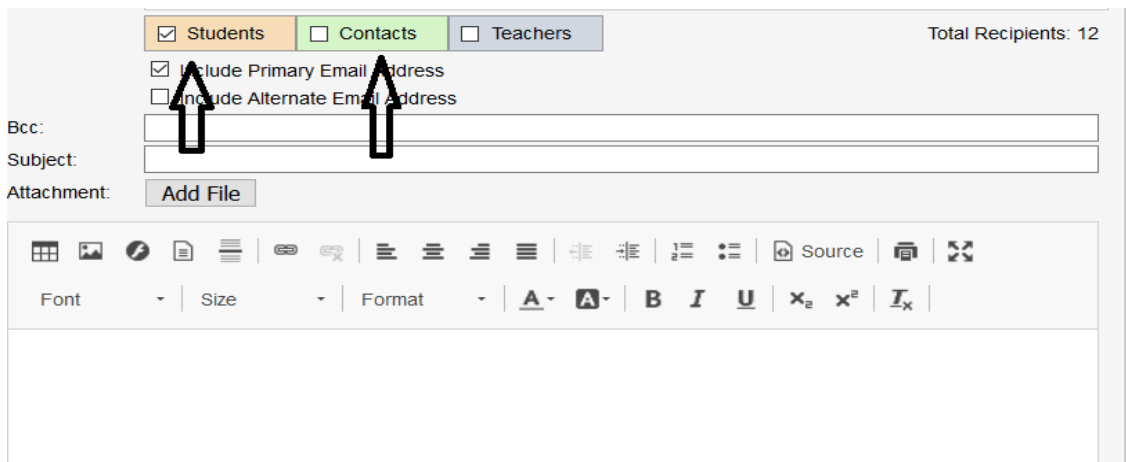
**One Method**

- 1) From your Pages top tab, your list of courses are available. Each course has an email icon on the far right hand side. Please be aware that if you have a multigrade class (eg. Visual Art 10/11/12 or Math 5/6) that it will only bring up the students for that particular level, not everyone in that course.



Previous		Monday, March 23				Next	
Classes Meeting	Attendance	Posted	Grades	Posted	Email		
8: : AM 1-...	[Attendance Icon]	[Posted Icon]	[Grades Icon]	[Posted Icon]	[Email Icon]		
8:3 AM 1-...	[Attendance Icon]	[Posted Icon]	[Grades Icon]	[Posted Icon]	[Email Icon]		
8:3 AM 1-...	[Attendance Icon]	[Posted Icon]	[Grades Icon]	[Posted Icon]	[Email Icon]		
10:1 AM 2-...	[Attendance Icon]	[Posted Icon]	[Grades Icon]	[Posted Icon]	[Email Icon]		
12: : PM 3-...	[Attendance Icon]	[Posted Icon]	[Grades Icon]	[Posted Icon]	[Email Icon]		
1: : PM 4-...	[Attendance Icon]	[Posted Icon]	[Grades Icon]	[Posted Icon]	[Email Icon]		
1:40 PM 4-...	[Attendance Icon]	[Posted Icon]	[Grades Icon]	[Posted Icon]	[Email Icon]		

- 2) Once you have clicked on the icon, you will get a pop up that automatically is checked on 'students'. Uncheck students and check 'contacts' (if you want to email parents). Write your email, scroll down and check 'send'. You will receive a copy. All parents are a BCC to each other (meaning they cannot see each other's emails). If you want to email students, leave 'students' checked. Remember this will go to their student zimbra email.



Students  Contacts  Teachers Total Recipients: 12

Include Primary Email Address  
 Include Alternate Email Address

Bcc:

Subject:

Attachment:

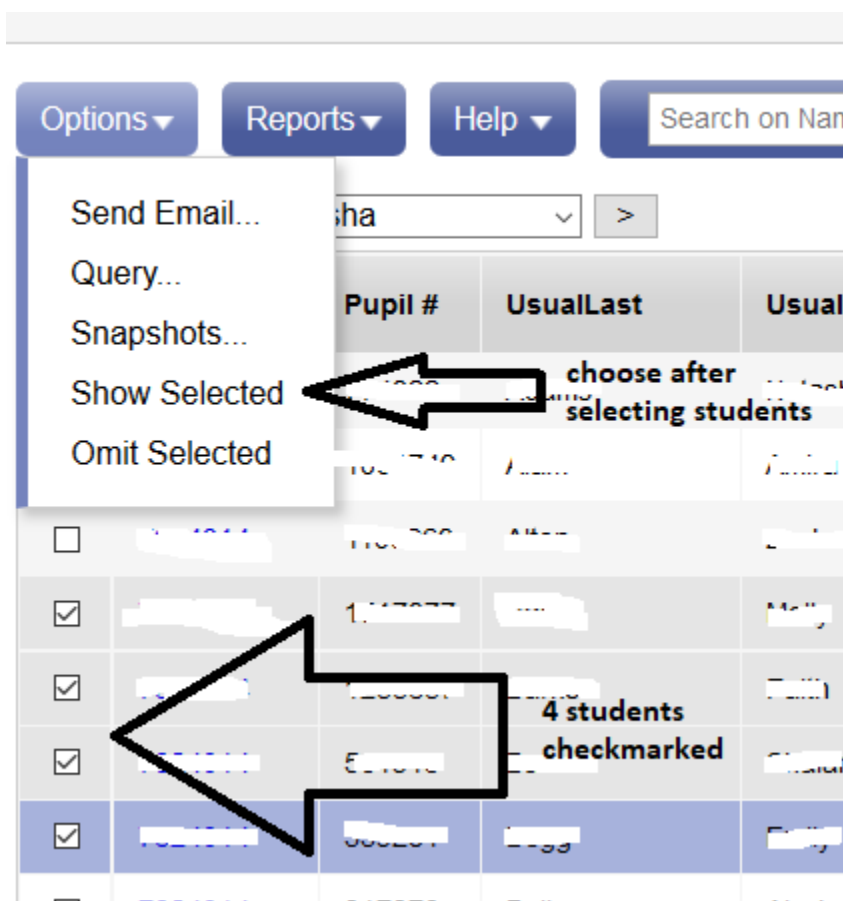
Font: [Dropdown] Size: [Dropdown] Format: [Dropdown] **A** *I* U <sup>x<sub>2</sub></sup> <sup>x<sub>3</sub></sup> I<sub>x</sub>

**How to Send an Email in MyEd**

Another Method



- 1) Student top tab – From there you have a few options. Use your filter icon to choose a group of students OR you can choose a single student (or a small group of students) by putting a checkmark next to their name and going to 'options' and 'show selected'.



The screenshot shows the MyEd interface with the 'Options' menu open. The menu items are: Send Email..., Query..., Snapshots..., Show Selected, and Omit Selected. A large arrow points to the 'Show Selected' option. Below the menu is a table with columns: Pupil #, UsualLast, and Usual. The table contains several rows of student data. A large arrow points to the checkboxes in the first column of the table, with the text '4 students checkmarked' next to it. The text 'choose after selecting students' is also visible in the table area.

- 2)
  - Whoever is showing on your screen is who will receive the email... Always double check to make sure that you have the correct students only showing on your screen.
- 3) To send the email, click on 'Options' and 'Send email'. You will need to deselect 'students' and select 'contacts'. All parents are a BCC to each other – they cannot see each other's email addresses. To bring back all your students again, use your filter icon and choose either 'students in my classes' or 'students in my homerooms'.



**How to Send an Email in MyEd**

**Tips**

- 1) If a parent is not showing up on your list, please let your office staff know. The office needs to have the most updated email for the parent.
- 2) You can check the parent emails in MyEd through the student top tab, contacts side tab – click on the blue priority number and the contact record for that parent will show. You do not have editing rights but you can check for emails. Please also check for 'receive email' to be a 'Y'.
- 3) If you are adding attachments, please make them a pdf or a link to a document. Telus blocks lots of different types of attachments and they are our service provider.

There is a file size limit so please use links as much as possible.

- 4) To email students, the steps are the same. except you would keep the 'students' box checked. Please note this will go to their student Zimbra email. For them to access their email, they go to <https://student.sd73.bc.ca/zimbra/>  
Their username is their [firstname.lastname@student.sd73.bc.ca](mailto:firstname.lastname@student.sd73.bc.ca)  
Their initial password should be sd plus their student number.