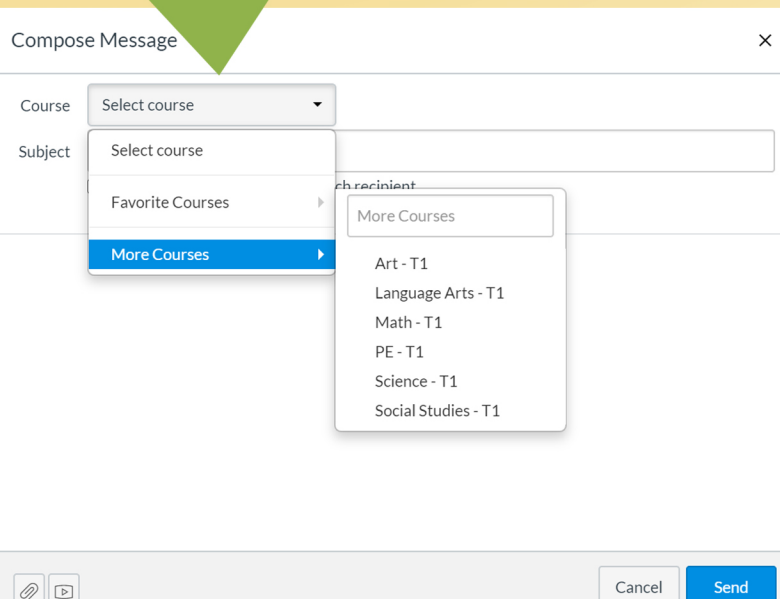
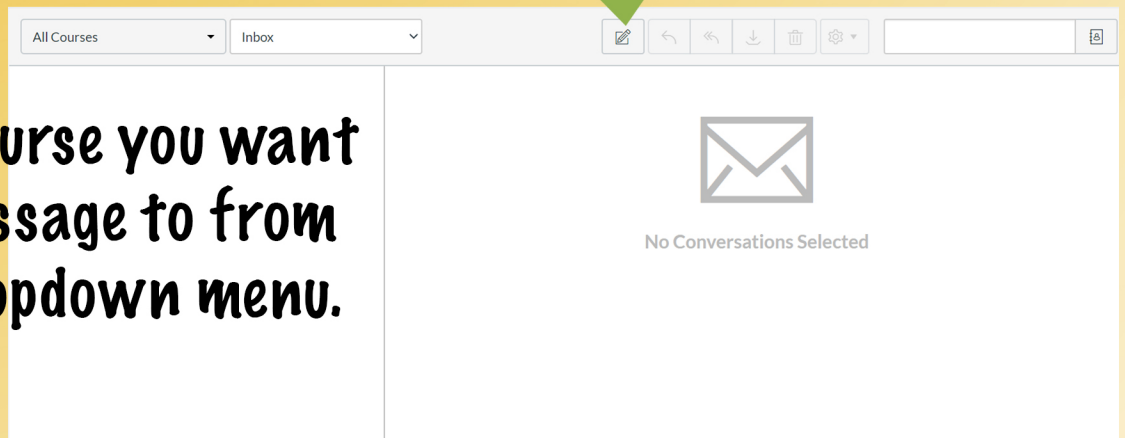


HOW TO SEND AN EMAIL

1. Click on INBOX on the left hand navigation menu.

2. Click on the compose message button.

3. Select the course you want to send the message to from the COURSE dropdown menu.



Compose Message ×

Course Language Arts - T1

To

Subject

Send an individual message to each recipient

Hi Mrs. Riggers!

You are the greatest teacher! Can you help me with commas?

DELABOT

**4. Type a subject into the subject line.
Type a message in the large white box
below the subject line.
Remember to be polite!
Click the paperclip icon to attach
a document. When
everything is ready,
hit SEND!**

