Sending Email

You will have the option to send an email to All Users, All Instructors, All Students, Selected Users or Groups.

To send an email click the Course Email on the course menu bar.

•	Early College High School	A	
	Course Information		
	Home Page		
	Course Materials & Resources		
_	Announcements		
	Lesson Content		
	Assignments		
	Discussion Boards		
	Tools		
	Course Email		C
	My Grades		
	General Resources		

Choose Select Users

You can select each user by clicking on the name and choosing the >. You can even select all then choose the >.

✤ Indicates a required field	ild.	Cancel Submi
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Parker, Natalie Williams, Gwendolyn Invert Selection Se Invalid Email From Subject	Hert All User, Test-01; User, Test-02 Gvendolyn Williams-gdwilliams@txwes.edu (gdwilliams@txwes.edu)	
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Put a subject in the subject area and type your message in the message area. Then choose submit.