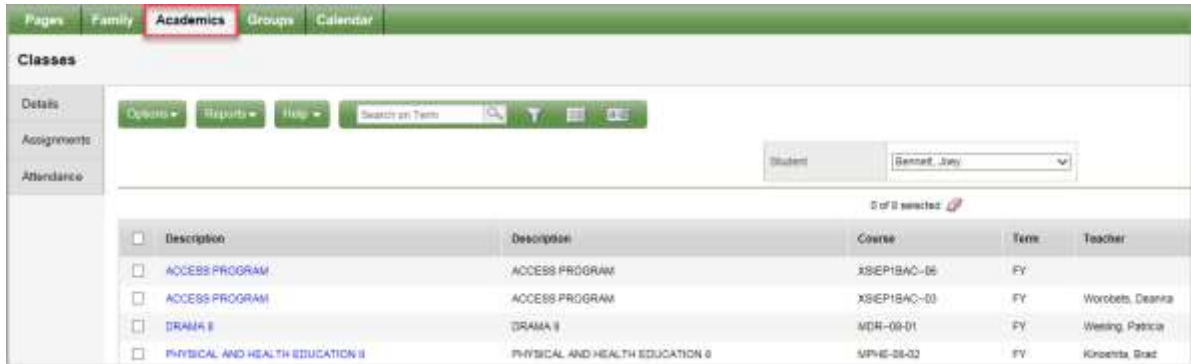


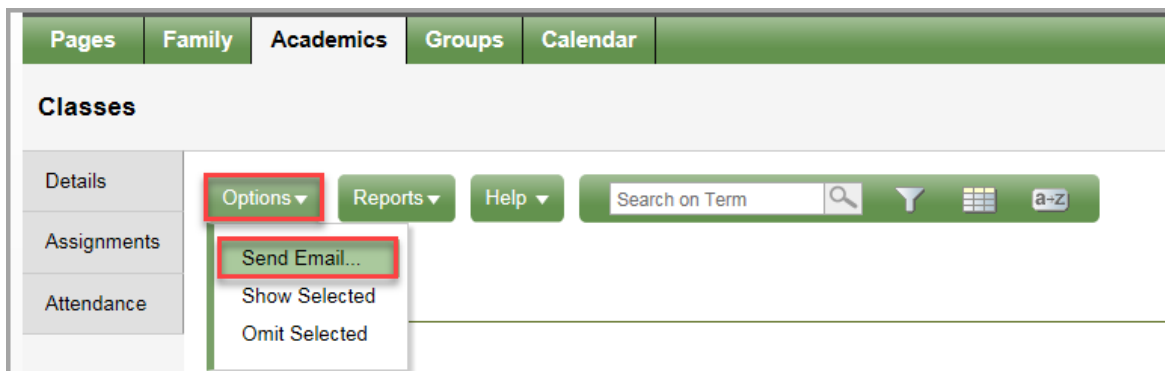
How to Use MyEducation BC to Send Email to Teachers

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

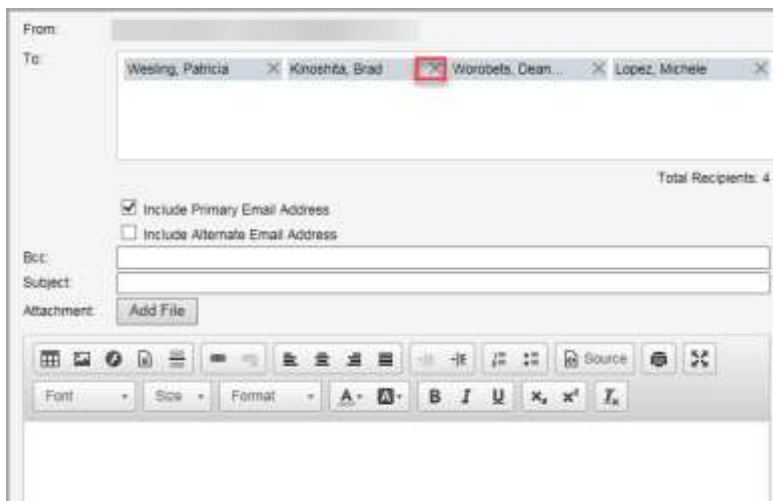
1. Academics top tab



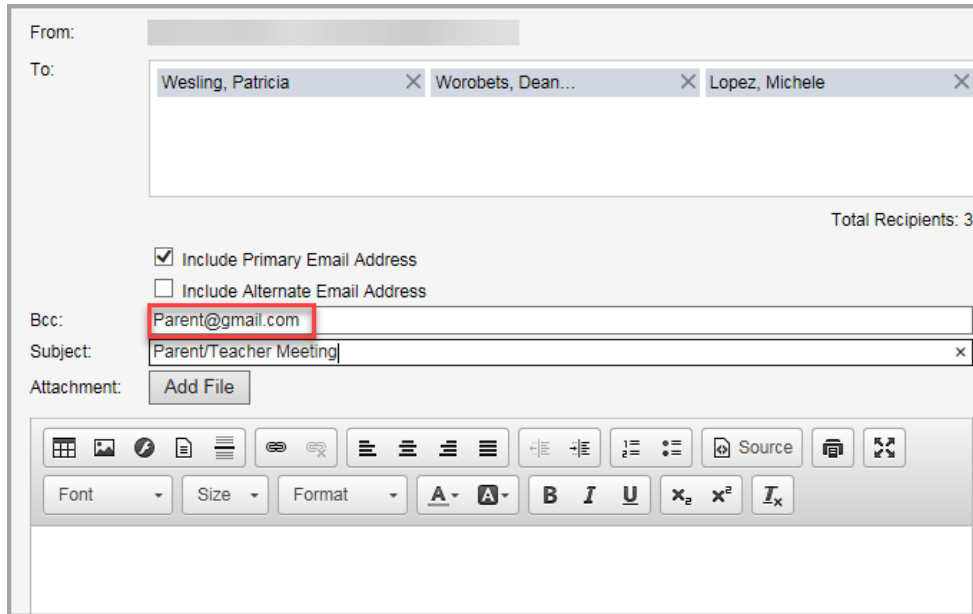
2. Select Options > Send email.



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 screenshot shows an email composition window with the following fields and content:

- From:** [Redacted]
- To:** Wesling, Patricia | Worobets, Dean... | Lopez, Michele
- Total Recipients:** 3
- Include Primary Email Address
- Include Alternate Email Address
- Bcc:** Parent@gmail.com (highlighted with a red box)
- Subject:** Parent/Teacher Meeting
- Attachment:** Add File

Below the fields is a rich text editor toolbar with icons for text alignment, bulleted and numbered lists, source code, and font formatting (font, size, bold, italic, underline, subscript, superscript, strikethrough).