MYEDUCATION BC
SENDING EMAIL FROM SCHOOL VIEW

CRITERIA IN MYED FOR CONTACTS TO RECEIVE EMAIL

MyEd will only send emails to people with email addresses in MyEd AND The Contact record Receive Email field must be set to Y
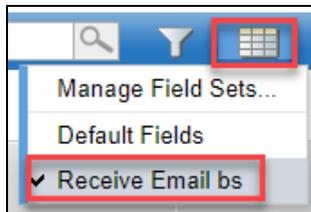
To see if a student's contacts will receive email

- Student TT > Select student > Contacts ST
- Field Set = Receive Email bs

To Edit the information for a student, click the Priority number for the Contact and select the Receive Email field then save

To make more global changes to many contacts at one time put in a Helpdesk ticket asking for support.

IMPORTANT NOTES ON EMAILING

- MyEd can send email to Students and Parents/Guardians (Student Contacts)
- MyEd will only email BCC (Blind Carbon Copy)
  - BCC conceals the person's email entered in the Bcc: field from the other recipients
  - In MyEducation BC the To: field is actually a BCC field
- The sender should always put their email address in the BCC so they receive a copy. Emails from MyEd will not appear in your Sent Messages in Outlook

SENDING EMAIL

STUDENT TOP TAB

1. Check your filter
   - The filter icon offers options for which students show on the screen
   - To the right of the screen, you will see your filter name shown ie Primary Active Students
   - You will also see the number of students in your list
   - Students can be filtered by Grade, Course, Homeroom etc
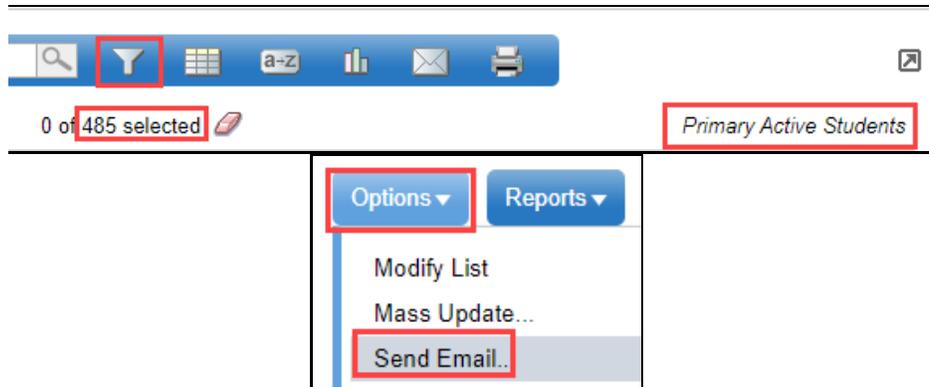
2. Options menu > Send Email

This will send an email to the Contacts for all students that you teach that meet the criteria above.

Tick **Students or Contacts** depending on your requirements. Students are Light Brown and Greens are Contacts.