


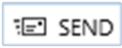


Email- How to Send Email to Your Class

Revised: October 17, 2013

You can easily send an email to your entire class.

To send an e-mail to your class, please follow the steps below:

- 1) Log into your My UCDSB account <https://my.ucdsb.ca>
- 2) Start a new e-mail message by clicking .
- 3) Click on **To:**
- 4) On the left-hand side, click on  and select **All Groups**.
- 6) Search and select your class group from the list by double-clicking on the class name.
- 7) Click  in the top left-hand corner.
- 8) Enter the subject of your e-mail in the **Subject:** text box.
- 9) Type in your message into the body of your e-mail.
- 10) Click .