Emailing the Class in eMedley

You can send an email to your entire class or select just some students by using the educate application in eMedley.

1. Once you are in eMedley click the Applications icon and select educate.

2. Click on the Sections icon.
3. From this screen you can either search for your class or use the dropdown menu and scroll till you find your course. Click on the name of your course.

4. Click on the *mailbox icon* far upper right of the screen.

5. Click on *Compose*. 
6. Click in the *To field*.

5. This will open a pop-up window where you will see that all students have been selected by default. If that is what you want, click the *Select* button at the bottom of the window. If you do not wish to email all of the students, unselect the box next to *Select All* and select the appropriate students by using the CTRL or SHIFT button on the keyboard and clicking on the student names. Then click the *Select* button.
NOTE: If a student is highlighted with a blue box around their name, they are selected. If there is no highlighting, they are not selected.

6. Enter the Subject in the subject line and type your message in the message box.

7. Click Submit in the lower right corner of the screen.