Using MyEd to Send Emails

Log into MyEd – https://myeducation.gov.bc.ca/

Click on "Student Top Tab"

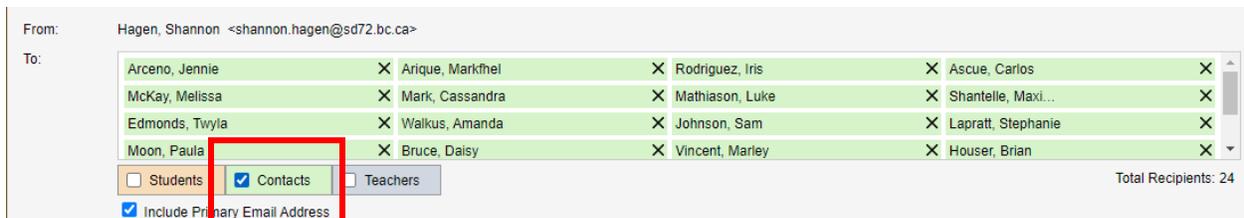Use the "Advanced Filter" to narrow down your student list (Homeroom, grade, homeroom teacher, etc) -> Search

(Best to NOT email whole school at a time – MyEd has been known to fail when sending to these many recipients.)
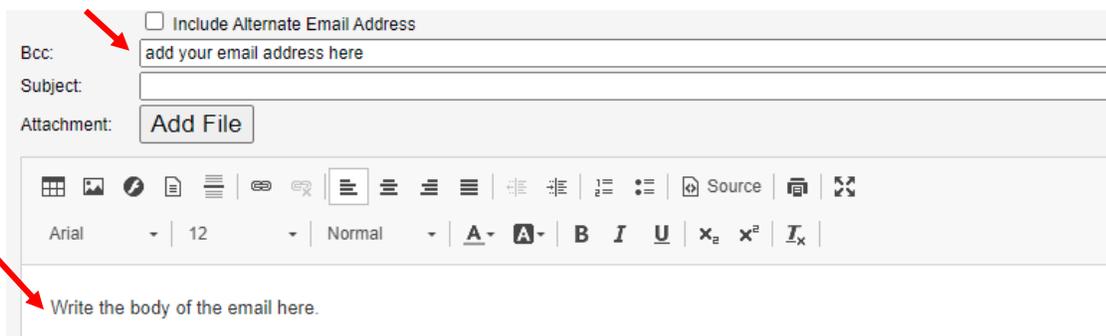
Once list comes up:

Click on "Options -> Send Email". The MyEd email application will now open. By default, it checks the "Student Emails". Uncheck "Students" and check "Contacts".

You can use the scroll bar to view all of the contacts. Use the "x" to delete any.

Write the body of the email. Include yourself in the BCC.

If you have a document to attach, use the "hyperlink" feature – NOT the "Add File".

Type in the "Name" of the document in "Display Text". Copy and paste the URL of the document you are inserting into the "URL". Click "OK". Instructions for getting URL from document **HERE**.
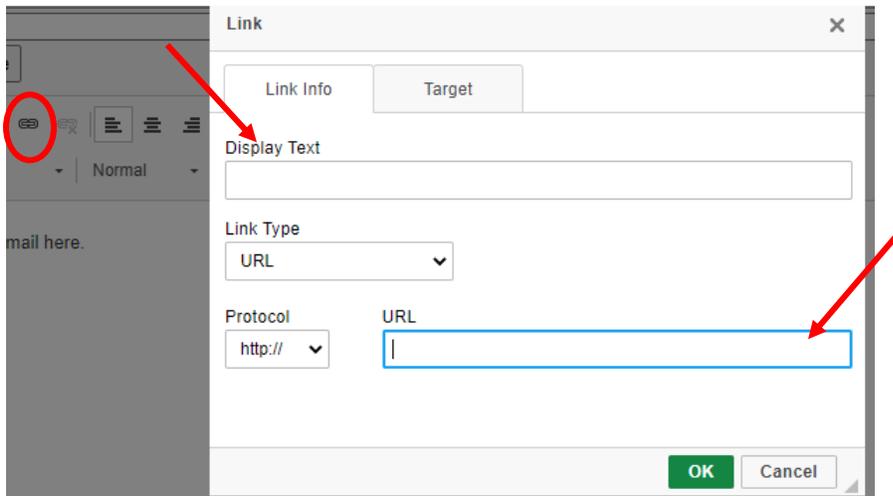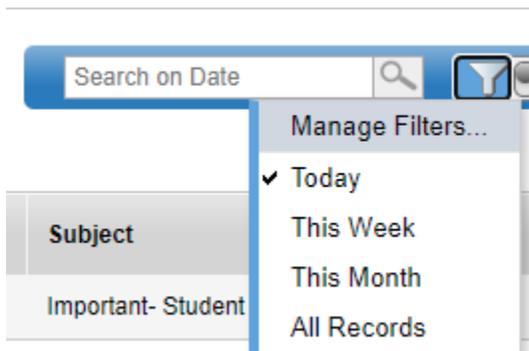

The email can now be sent.

You can check if the email was successfully sent by:

Admin Top Tab -> Logs Side Tab -> Email Log.
Click on the Filter icon again and change the date to see emails sent on days other than "Today".

Clicking on the blue date hyperlink will provide details. (It will NOT display IF they have been opened – JUST sent.)