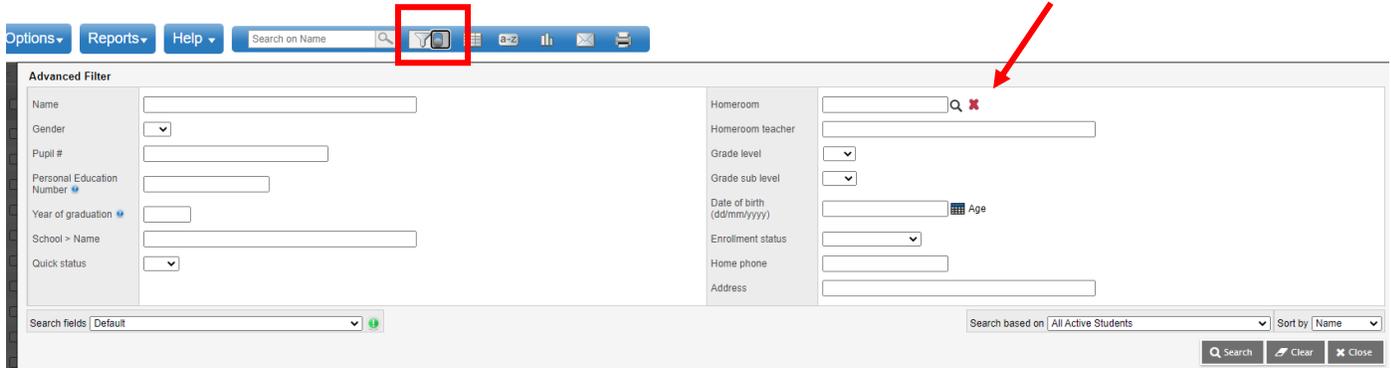


# Using MyEd to Send Emails

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



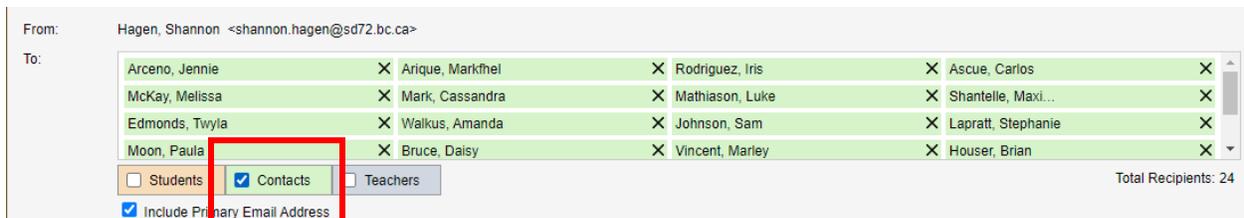
The screenshot shows the 'Advanced Filter' interface. The top navigation bar includes 'Options', 'Reports', and 'Help'. A search bar is present with a 'Filter' icon highlighted by a red box. The main area contains various filter fields: Name, Gender, Pupil #, Personal Education Number, Year of graduation, School Name, Quick status, Homeroom, Homeroom teacher, Grade level, Grade sub level, Date of birth, Enrollment status, Home phone, and Address. A search icon in the Homeroom field is highlighted with a red arrow. At the bottom, there are options for 'Search fields' (Default) and 'Search based on' (All Active Students), along with 'Sort by' (Name) and 'Search', 'Clear', and 'Close' buttons.

*(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:

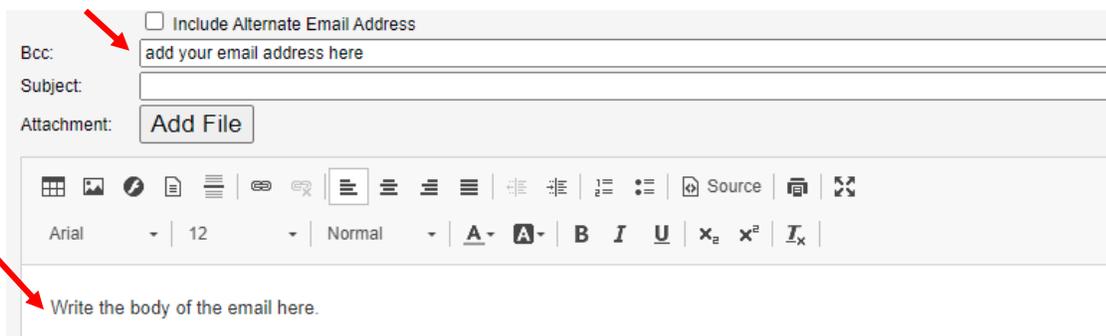
Click on “Options -> Send Email”. The MyEd email application will now open. By default, it checks the “Student Emails”. Uncheck “Students” and check “Contacts”.

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



The screenshot shows the email recipient selection interface. The 'From' field is 'Hagen, Shannon <shannon.hagen@sd72.bc.ca>'. The 'To' field contains a list of recipients: Arceno, Jennie; McKay, Melissa; Edmonds, Twyla; Moon, Paula; Arique, Markthel; Mark, Cassandra; Walkus, Amanda; Bruce, Daisy; Rodriguez, Iris; Mathiason, Luke; Johnson, Sam; Vincent, Marley; Ascue, Carlos; Shantelle, Maxi...; Lapratt, Stephanie; and Houser, Brian. Each name has an 'x' icon to its right. Below the list, there are checkboxes for 'Students', 'Contacts' (checked), and 'Teachers'. There is also a checkbox for 'Include Primary Email Address'. A scroll bar is visible on the right side of the recipient list. The total number of recipients is 24.

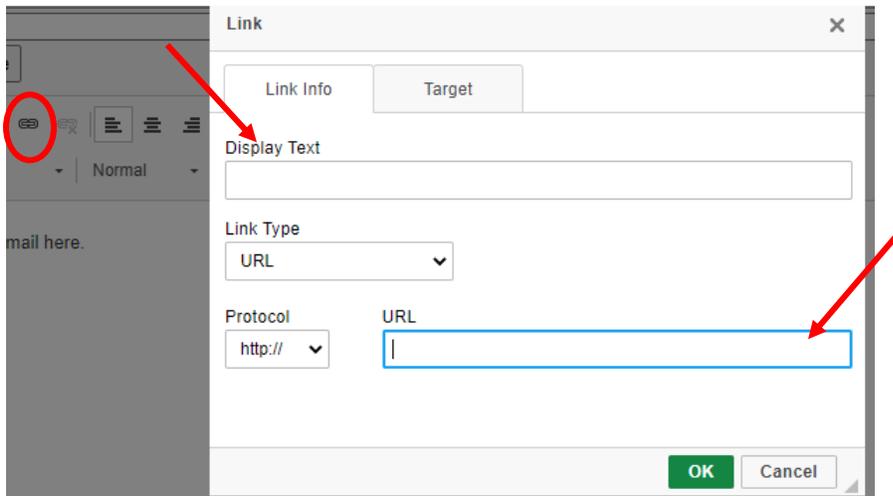
Write the body of the email. Include yourself in the BCC.



The screenshot shows the email composition interface. The 'Bcc' field contains 'add your email address here'. The 'Subject' field is empty. The 'Attachment' field has an 'Add File' button. Below the fields is a rich text editor toolbar with various icons for text formatting (bold, italic, underline, link, unlink, list, list-group, indent, outdent, source, print, fullscreen) and font settings (font face: Arial, font size: 12, text color: Normal). Below the toolbar is a text area with the placeholder text 'Write the body of the email here.' A red arrow points to this text area.

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](#).

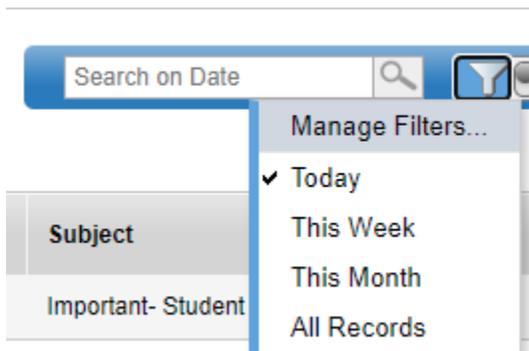


The email can now be sent.

**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.)