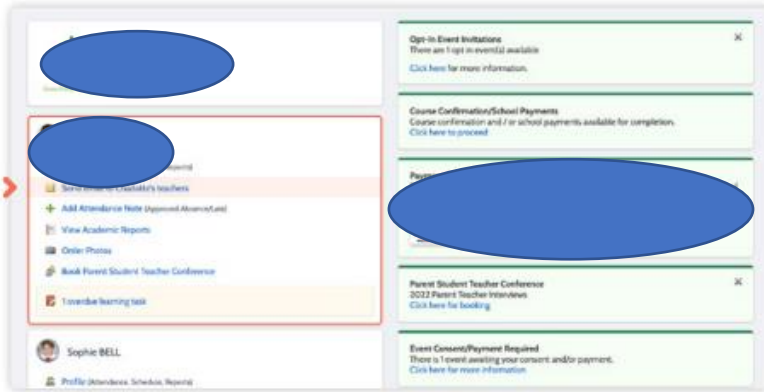
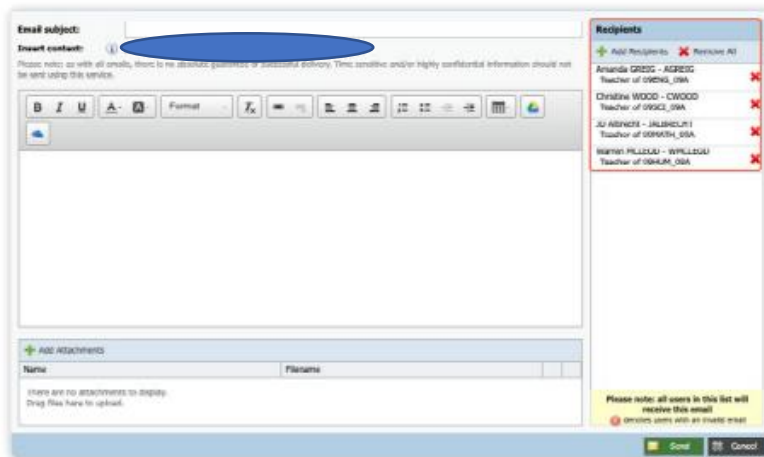


How To: Email a Teacher



To **email your child's teachers**, click the option listed under the name on your dashboard.

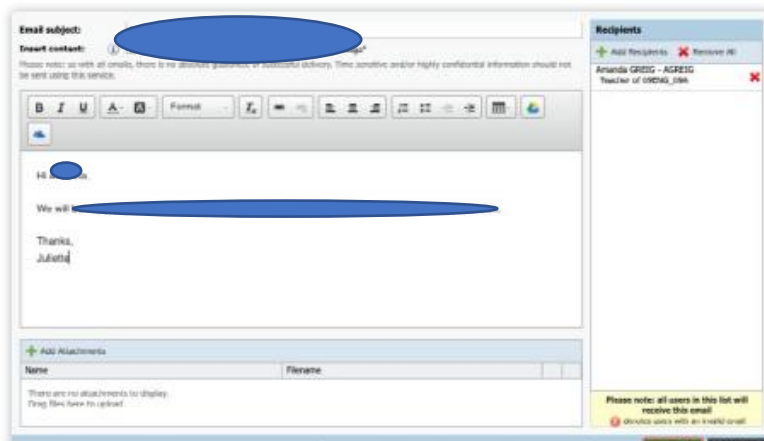


This will open the email box with all your child's teachers pre-loaded as recipients.



Remove any teachers that the email is not relevant to by **clicking the red cross** next to their name.

To add any additional staff, click **'Add Recipients'**.



Add in your subject information and email content.

Click **'Send'** to issue to the listed recipients.

You will receive a copy of the sent email to the email address listed for your profile in Compass.