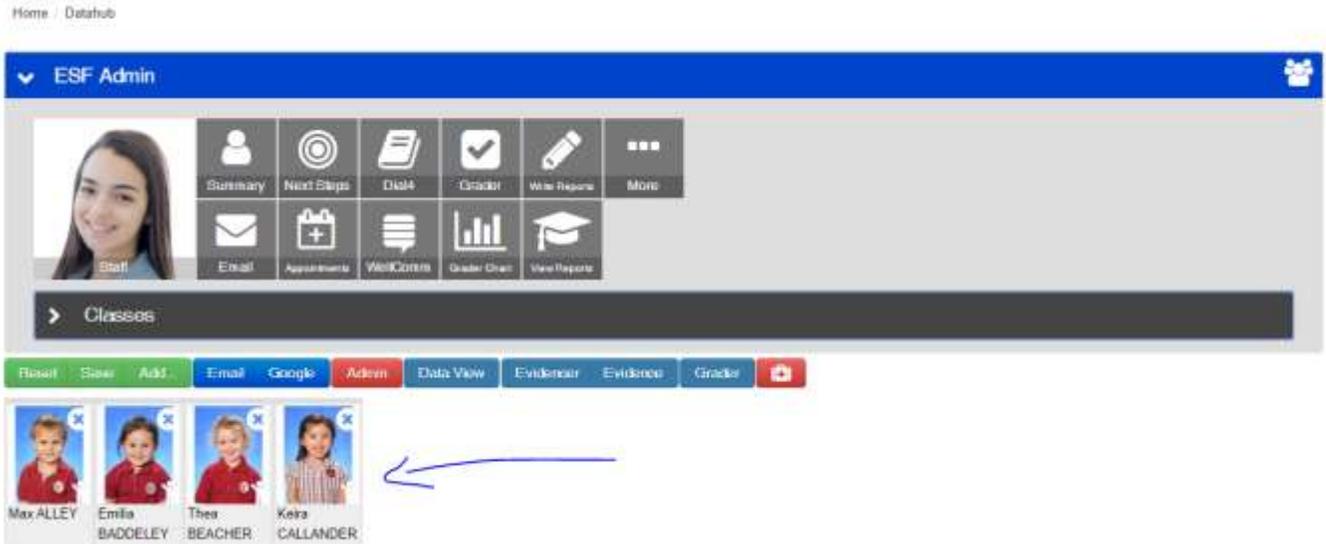


## Sending Emails from Within the VLE

Note this method works well if you need to send the same email content to a number of students/parents.

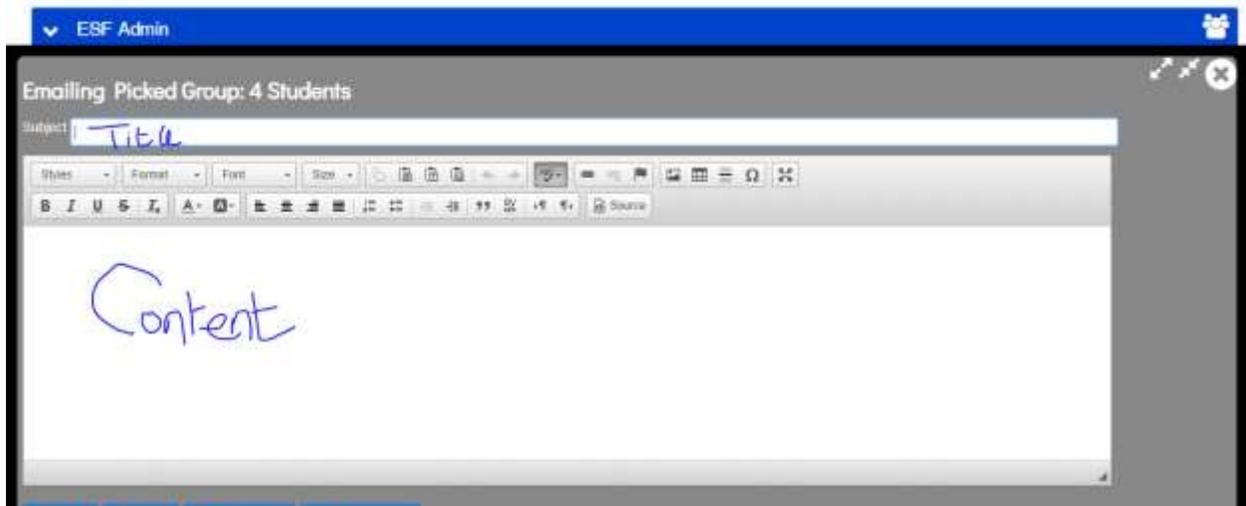
1. Navigate to DataHub.
2. Using the Data Picker bar enter the names of the students that you wish to contact



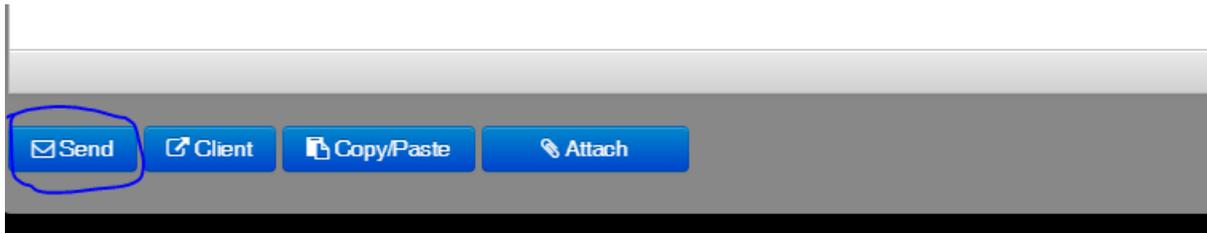
3. Then simply select the **Email** button, which is situation above the student profile pics



4. This will load the e-mail editor where you can enter the **Title** and **body contents** of the email



5. Once you have completed your email and added any additional attachments you can select the Send button



This will forward the email to the selected students/parents and also send a copy of the message to your inbox and confirmation that the email has been sent.