Sending Emails from Within the VLE

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

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

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

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

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

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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.