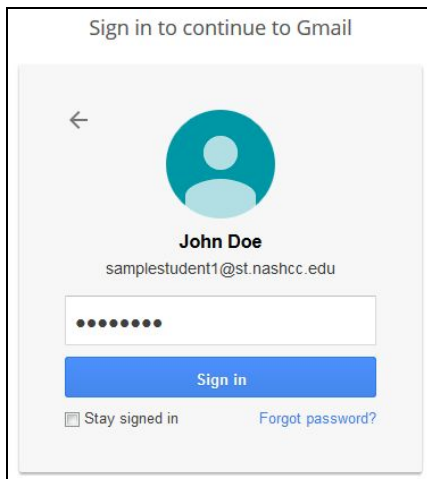
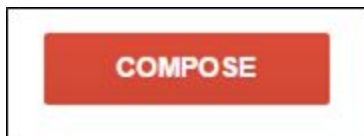


How to Send an Email to Multiple Recipients

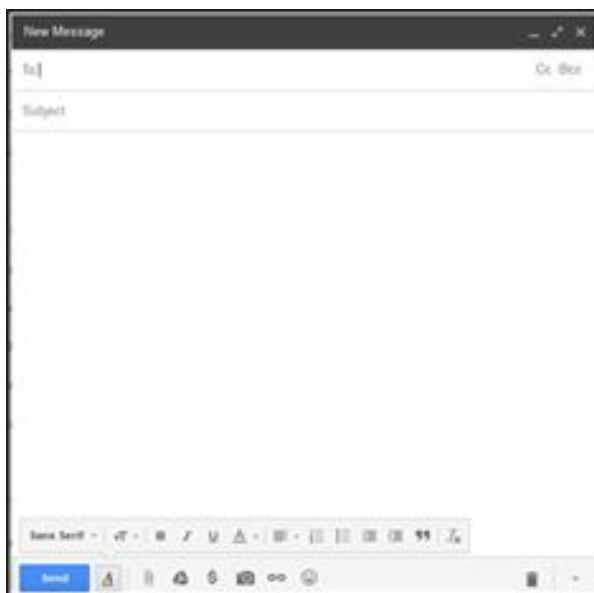
1. Log into your Student Email



2. On the left side of the page select the red **compose** button



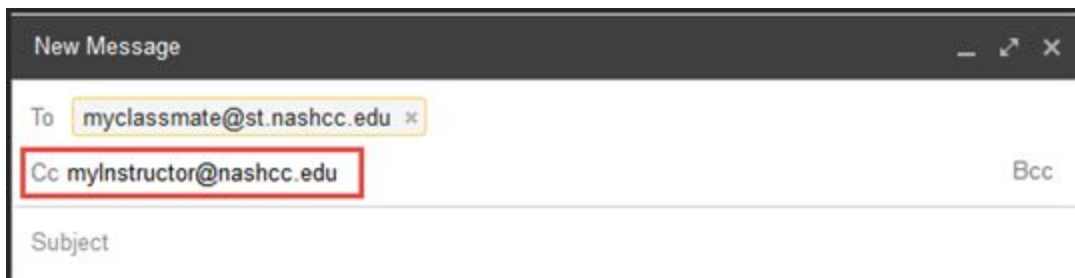
3. A **New Message** box will appear for you to compose your e-mail



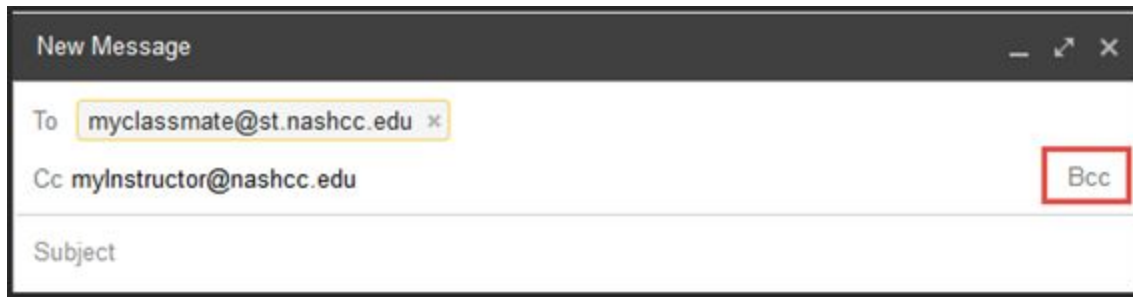
4. Your cursor will automatically be in the **To:** field. Enter the e-mail address of the first recipient to whom the email will be sent.



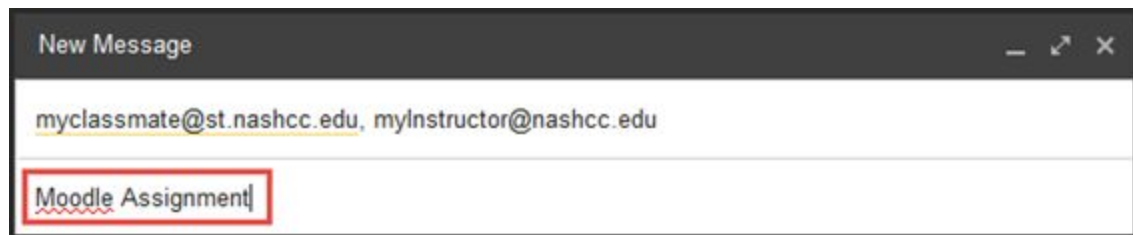
5. To send a copy of the email to another recipient, click the Cc that appears to the right of the To: field and enter additional email addresses. This stands for Carbon Copy and can be thought of a courtesy copy. Note: all email recipients can see who is included in the Cc field.



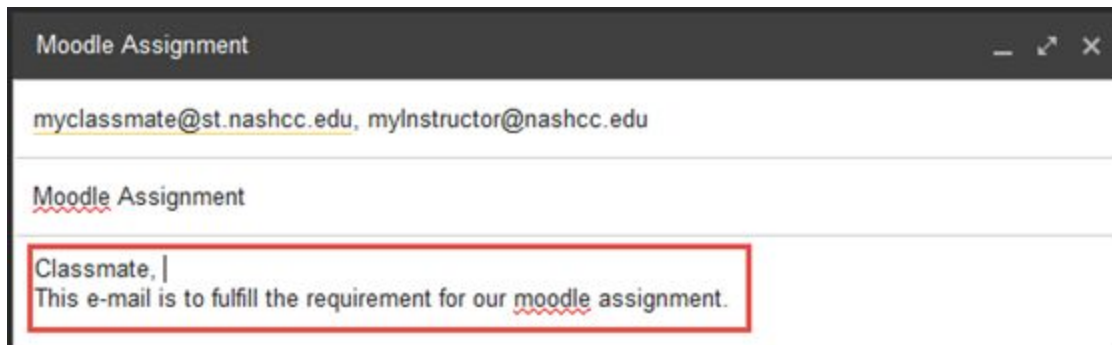
You can also Blind carbon copy a recipient on an e-mail by selecting the **Bcc** that appears to the right of the **To:** field. This stands for Blind carbon copy. Note: *Only the recipient(s) listed in the **Bcc** field can see who the e-mail is sent to. The Recipient(s) listed in the **To:** and **Cc** field cannot see that the email was sent to the recipient(s) of the **Bcc** field.*



Summarize the intent of the email in the **Subject** field.



Type the message of the email in the body.



In the bottom left side of the window, select **Send**. This will send the e-mail to all recipients you entered.

