

Send Email

You can send and receive email messages to people within Seattle Public Schools like your teachers and other students.

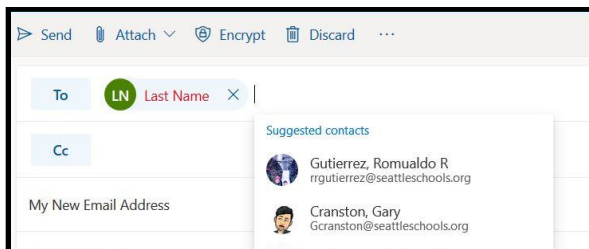
Email Messages

- Send an email
- Add an attachment
- Reply to an email
- Save a Draft or Discard an email

Send an Email

To send an email:

1. Click **New Message**.
2. In **To**, start typing the last name of a person within Seattle Public Schools like a teacher, staff member, or student.
3. As you type, names will appear in a list of suggested results. When you see that person's last and first name, click on the name, and it will appear in the **To** field.



Note: You can also type an email address that ends with **@seattleschools.org**. You can also add more than one name in **To**, **Cc**, or **Bcc**. **Cc** (Carbon copy) means that you are sending a copy of the email for their information. **Bcc** (Blind carbon copy) means that you are sending a copy, and you don't want other people to see that you are sending it to this person. This is good if you are sending the email to many people, and there is no need for them to see other people's names and email addresses.

4. **Add a subject** by typing the topic of the email. What is the email about?
5. Place the cursor in the body of the email and then start typing.
6. When done typing, you can proofread the message, then click **Send**.

Note: You also have the choice to send your email later. If you choose **Send later**, select the date on the calendar and the time that you would like the message to be sent, then click **Send**. The message will not be sent until that time.

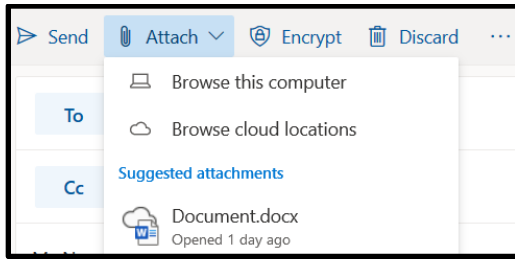
Add an Attachment

To add an attachment:

1. Click the paper clip icon to add an attachment or file.
2. A list of *Suggested attachments* appear, and you can select one of the suggested files, *Browse this computer*, or *Browse cloud locations*.







Send Email



3. If you choose **Browse this computer**:
 - a. Select a file to upload from your computer.
 - b. Click **Open**.
 - c. You will see an icon of the file appear in your message.
4. If you choose **Browse cloud locations**:
 - a. A window pops-up showing files from your OneDrive.
 - b. Select a file.
 - c. Click **Next**, and a window pops-up asking *How do you want to share this file?*
 - If you select **Share as a OneDrive link**, recipients can see the changes and work together in real-time.
 - If you select **Attach as a copy**, recipients get a copy to review.
 - d. You will see an icon of the file appear in your message.

Reply to an Email

To reply to an email:

1. In your Inbox, click an email message to preview in the Reading Pane.
2. Click the Reply arrow  to send a message back to the sender and type your message.
3. If a person is copied (Cc) on this message, you can select the Reply all arrows. 
4. If you want to share this email with a different person, click the Forward arrow. 
5. You can also Like the message by clicking on the thumbs up icon. 
6. Click **Send**.

To Discard a Message or Save a Draft

1. If you click **Discard**, a window pops-up asking, "Are you sure you want to discard this draft?"
 - Click **OK** to delete, and the message will not be sent or saved.
 - Click **Cancel** to go back working on the message.
2. Messages are automatically saved as Drafts until you click **Send** or **Discard**.
3. You can go back to the *Folder Pane* to view your messages organized in folders labeled: *Inbox, Drafts, Sent, or Deleted*.
4. Click the **Drafts** folder and select the message that you want to continue working on.

