## Send an Email to Group Members

You can contact members of a specific group from the Groups tool. First click the Groups tool in the toolbar then navigate to whichever Category of groups contains the members that you wish to contact – for example in the screenshot below I have chosen 'Mode' groups which contain the internal and external student list. External being your 'distance' students. Internal are on-campus even if the campus is not in Tasmania.
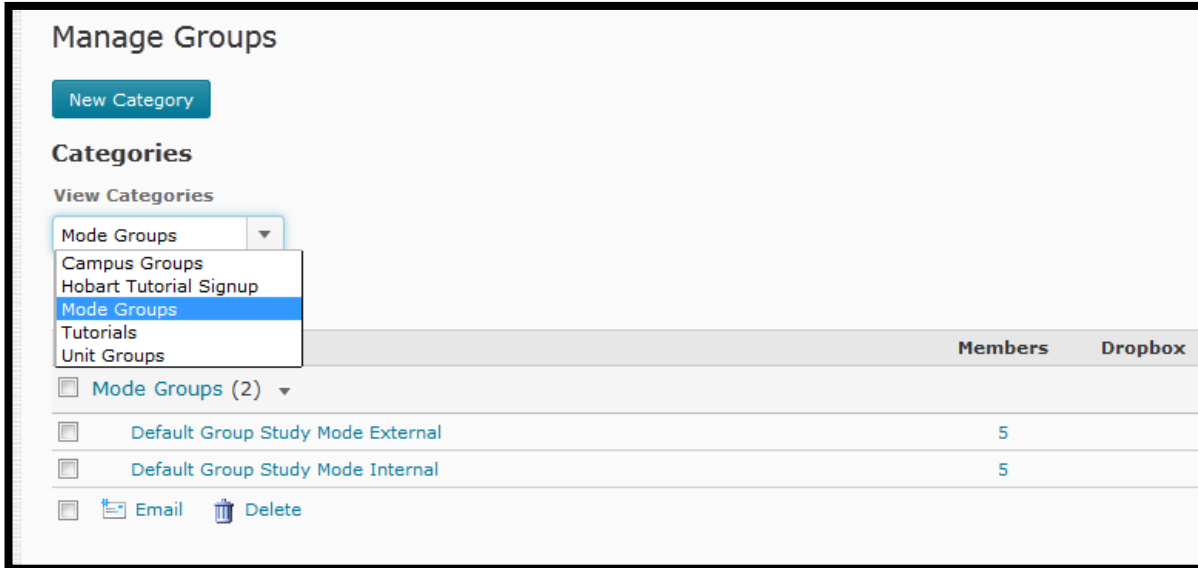
You can email all of the members of either of these groups (or multiple groups if you need). To do so click the checkbox for whichever group or groups you wish to email, then click the email icon as circled below:
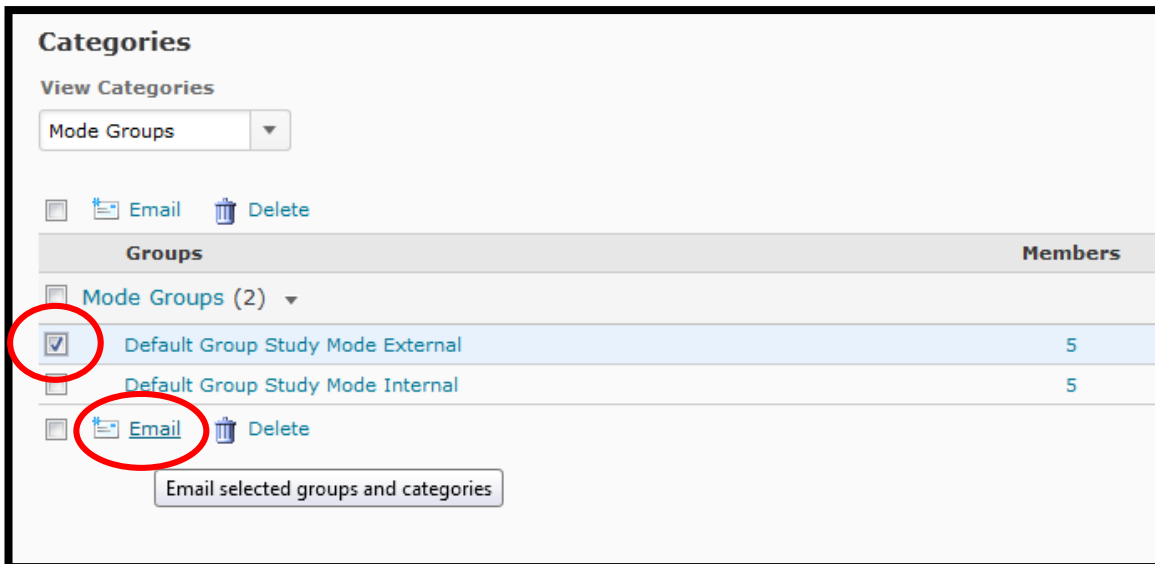
When you click the 'Email' icon you will get a popup window like below:

1. You can see that it has added the group in the BCC field of the email. If there are a lot of members of the group the BCC field might not show all of them but they should all still get the email. You can also add other recipients to an email, just type the address inside the field and then press 'enter' on the keyboard.
2. You can add yourself to the CC field if you wish to get a copy of what you have sent.
3. The title field is pre-filled with the unit name but you should also add the topic to the email so they can find it again if they need to.
4. Type the body of your message
5. You can also upload files in the area just below the message body.
6. Notice the Send button is located at the Top Left of the email area in blue. Click to send the email.