Sending Email (Students)

1. Login to MyGateway.

2. Select the course.

3. On the course menu bar select “Tools.”
4. Click the “Send Email” link.

5. Another screen will open which gives you the option of sending an email to the entire class, specific students, teaching assistants, etc.
6. Click on the user group to which you wish to send an email.
7. An email window will open. Add a subject line, write your email message, add an attachment if appropriate and click the *Submit* button.