

Email Teachers

During the school year, you might need to contact a teacher or all of your teachers to get missing homework assignments when you are sick, or to schedule a conference.

In the Student and Family portals, you can easily send **email** directly to your or your student's teachers.

To send an email to your or your student's teacher(s):

1. Do one of the following:
 - Log on to the Family portal.
 - Log on to the Student portal.
2. Click the **Academics** tab.

Note: If you are a parent or guardian using the Family portal and you have multiple students, first you need to select the student whose teacher you want to contact.

3. On the **Options** menu, click **Send Email**. The Mass **Email** pop-up shows the **email** addresses for all of the student's teachers in the **To** box:

The screenshot shows a 'Mass Email' pop-up window. The 'From' field is populated with 'joe.administrator@aspenschools.org'. The 'To' field is populated with a list of 9 teachers: Herschman, Sadler; Stapleton, Erin; Bailey, Elizabeth; Breheny, Brendan; Carroll, Evan; Derolus, Valerie; Stevens, Jenna; Alley, Thomas; and Noller, Marie. The 'Bcc' field is empty. The 'Subject' field is empty. The 'Attachment' field has a 'Browse...' button. Below the fields is a rich text editor with a toolbar containing icons for font, size, format, bold, italic, underline, subscript, and link. At the bottom are 'Send' and 'Cancel' buttons.

Note: The **From** field displays your primary **email** address that you have on file with the school. To change this, click **Set Preferences**. Teachers' replies will be sent to this address.

4. To remove a teacher so that they do not receive this **email**, click the **X** next to the teacher's name. Aspen updates the number of total recipients.
5. If you want to blind copy another **email** address, or send a copy of this **email** to yourself, type the **email** address(es) in the **Bcc** field.
6. In the **Subject** field, type a subject for the **email**.
7. To attach a file to the **email**, click **Browse** to find the file on your computer.
8. In the **Text** box, type the text of the **email**. You can insert links and images, and use the other formatting tools.
9. Click **Send**. To confirm you want to send the message, click **Yes**.