Using the Family and Student Portals > Aspen for Students and Families > **Email** Teachers

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:

   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**.