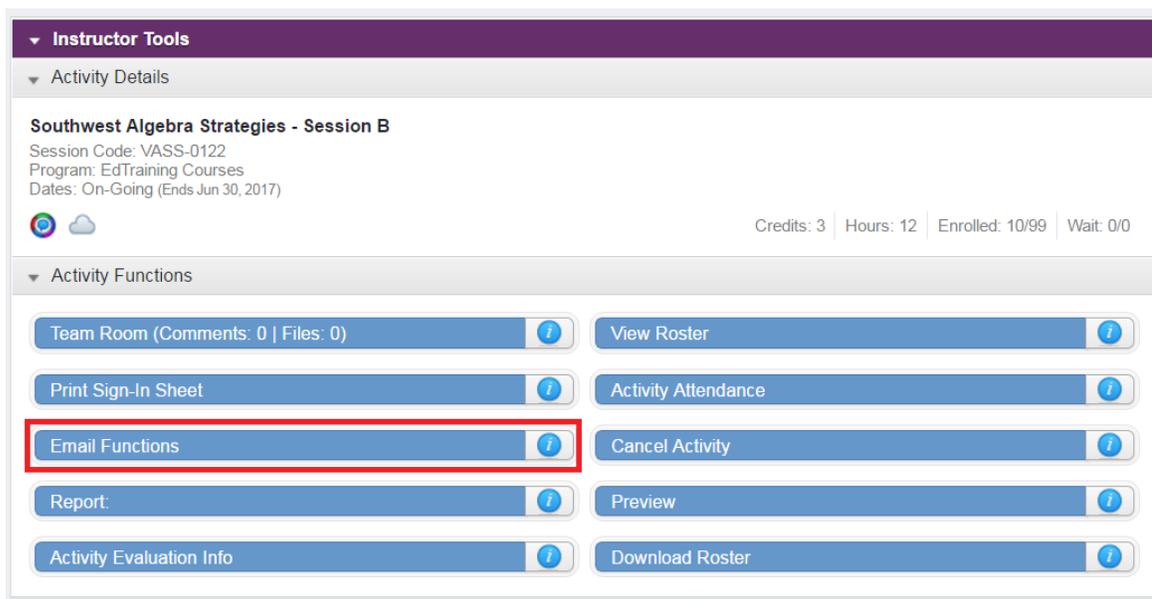# Sending an Email to Activity Participants

This function facilitates you to easily send all or selected participants a broadcast email from your catalog area.

Note: This communication tool relies on the accuracy of each recipient's email address. There may be occasions where the selected recipient will not receive the email because their account's email is not configured correctly.

Use these steps to Send an Email to Participants:

1. Go to the Instructor tab along the top of the screen.

2. Use the available search tools to locate the activity (if necessary). If the activity cannot be found, you are not listed as the instructor. Contact your district's professional development office for assistance.

3. Click the Email Functions link under the Activity Functions section

4. Review the list of registrants and select email recipients (see below). Note that some names will not be usable. These individuals have not added their email address to their User Profile. Click all registrants that should receive the email message.

5. Select the appropriate boxes if you would like to send a copy of the message to all instructors listed for the activity and/or yourself.

6. Click the Send Email button when complete.