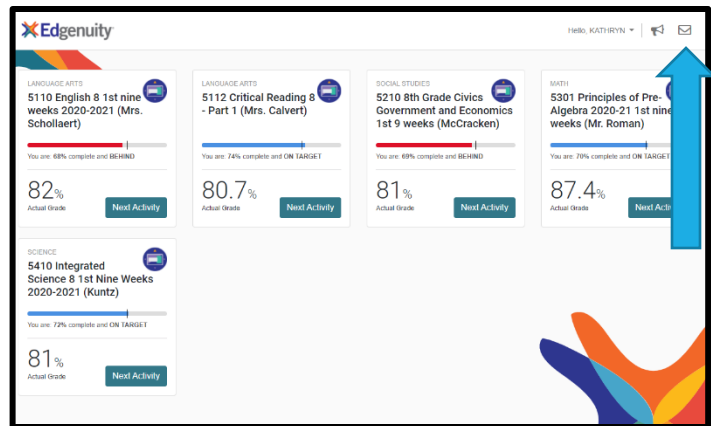
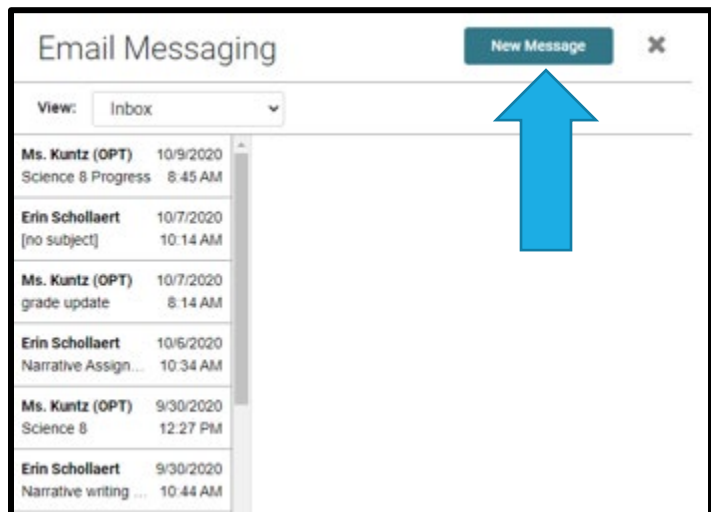


using edgenuity email

1. Click on the envelope at the top right-hand corner of your home screen. An orange circle with a number will appear if you have unread emails.



2. Your email will open. Any new emails will appear on the left-hand side. Click them to see the message in the right. Click the green “New Message” button to send an email to your teachers.



3. Use the pull-down arrow to search for your teacher’s name. They are alphabetical by first name. Once you find them. Click on it then click Add Recipient. You are now ready to send your message. *Make sure to be specific, especially if asking for help on a particular lesson.* Click send when you are complete.

