Email Your Group

Step 1 - Make sure you are logged in at www.coe22.com. In the upper right you will see "HELLO YOUR NAME." Click on "My Account."

Step 2 – Scroll down and find the group you want to email. Click on that group.

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Step 3 - Scroll down to the bottom and click "Email Roster."

Step 4 – You will see the people in your group. You can remove anyone in the "To" field by clicking the "x." Put your email address in the "From Address" field. DO NOT check "Bulk Communication."

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Step 5 - Type your message in the "Message" field. If you have attachments you can also add those.

**Step 6 – To Send it immediately just hit "Send Communication."
You can also schedule a date and time to send your message.
After you set the date and time, click "Send Communication."**