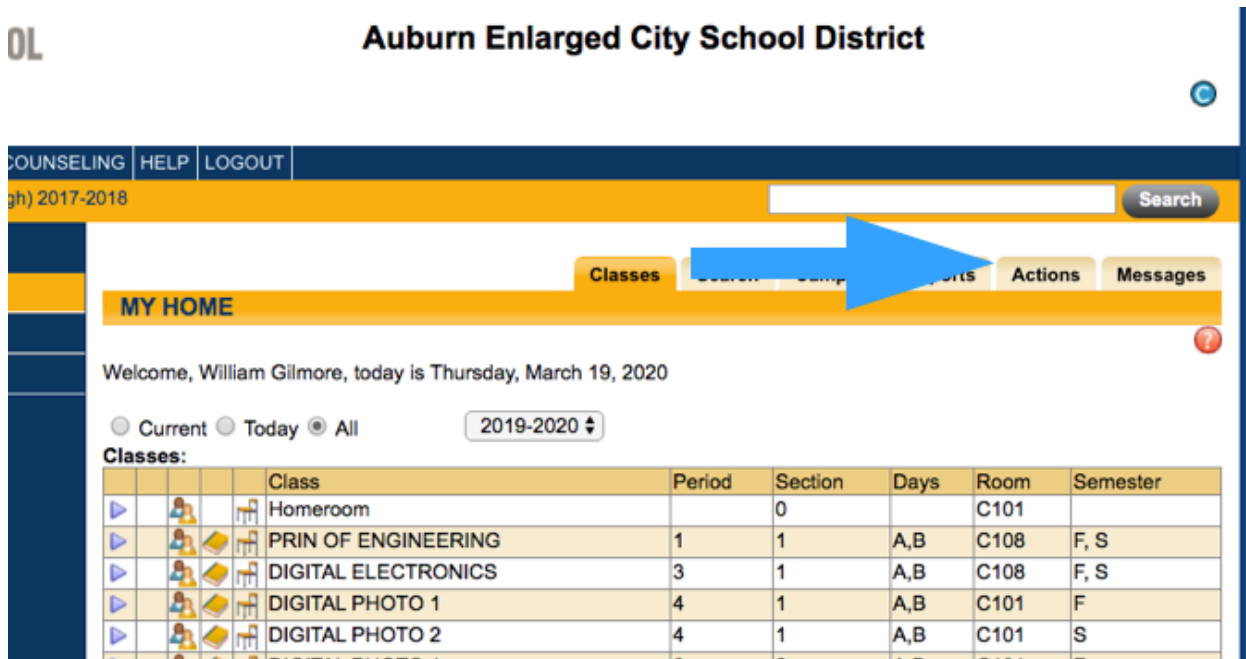# How to Email Students and Parents in SchoolTool:

1. Login to Schooltool
2. Click the actions tab on the upper right side. (blue arrow picture below)
3. Choose "send email" and choose which classes you'd like to include
4. Click continue.
5. Compose email
6. Prior to clicking "send email" choose if you'd like to send to Student, Primary, etc...
7. Click Send Email (white box, right side)