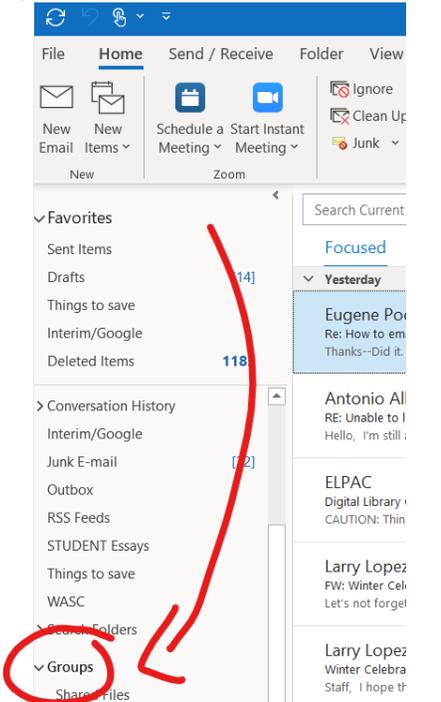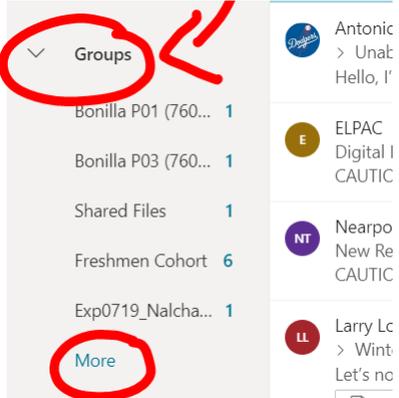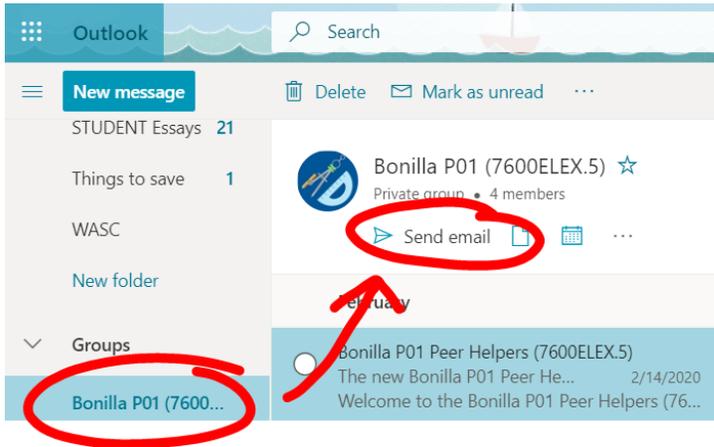# How to email one or more class periods:

Outlook (Web Version) *Recommended*	Outlook (Desktop App)
Step 1: Go to outlook.office.com/mail	**Step 1:** Open your **Outlook App**
Step 2: Scroll all the way down to find GROUPS on the left sidebar. 	**Step 2:** Scroll all the way down to find GROUPS on the left sidebar.
Step 3: Click MORE to reveal all classes Then **select the class** you would like to email. 	**Step 3: Click MORE** to reveal all classes Then **select the class** you would like to email.
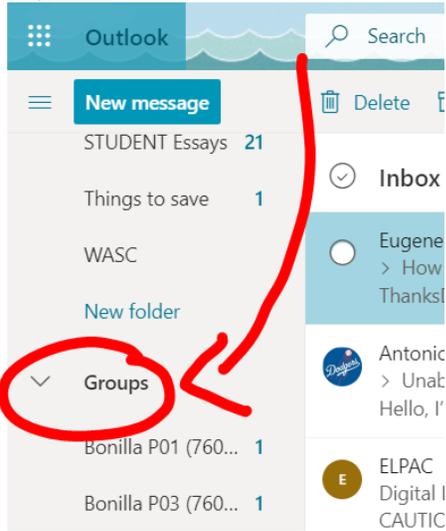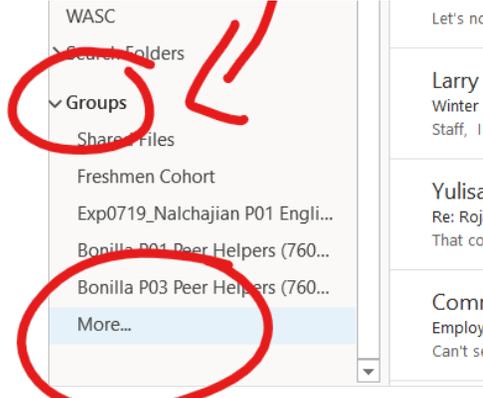
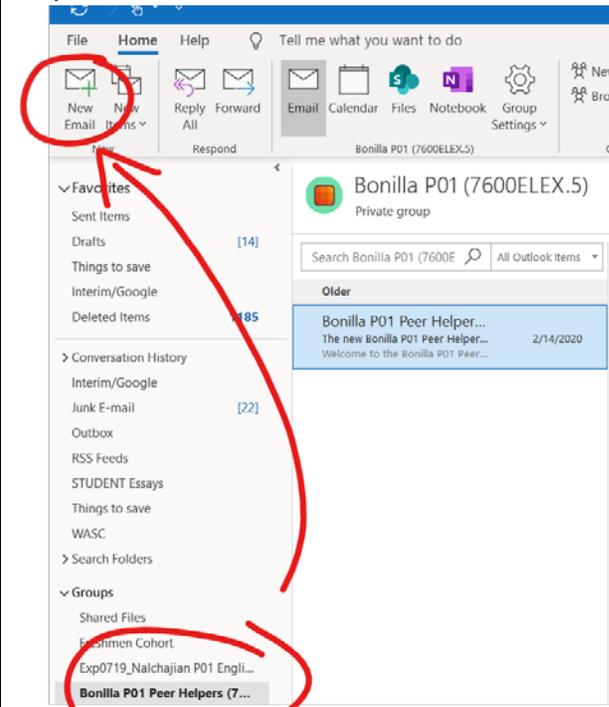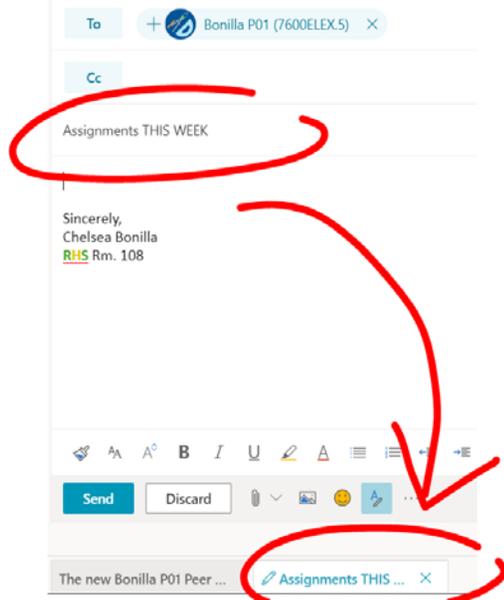| **Step 4:** Click **Send email**	**Step 4:** Click **New email**
	Now you've started your email to your first class! You can choose to **send your email now**, OR Add additional class periods (Continue below)
Now you've started your email to your first class! You can choose to **send your email now**, OR Add additional class periods (Continue below)	
NOTICE: Your email has become a TAB on the bottom of your screen. You will need to RETURN to this TAB after COPYING subsequent email addresses. 	**NOTICE:** A NEW WINDOW has opened with your email. You will need to RETURN to this WINDOW after COPYING subsequent email addresses.
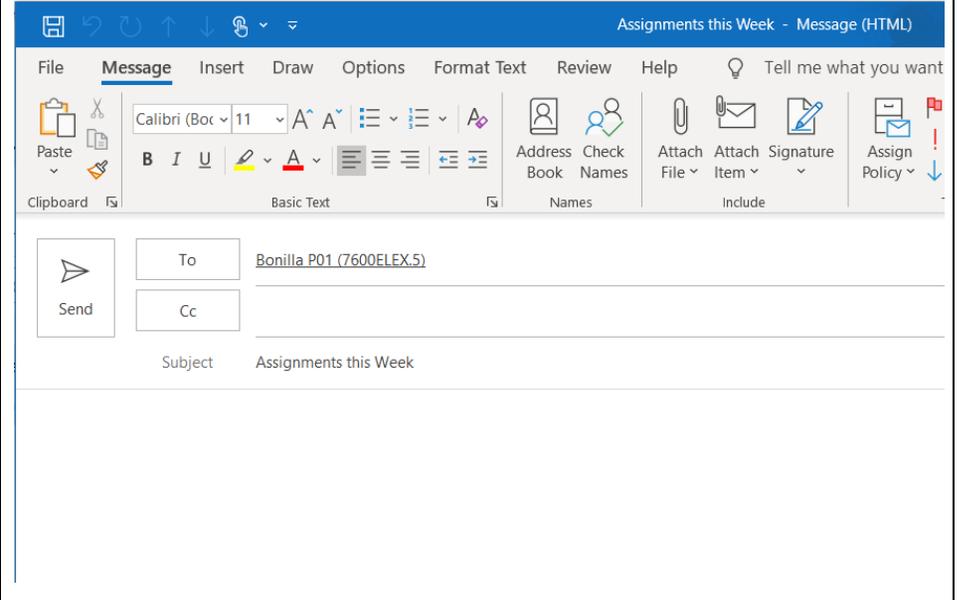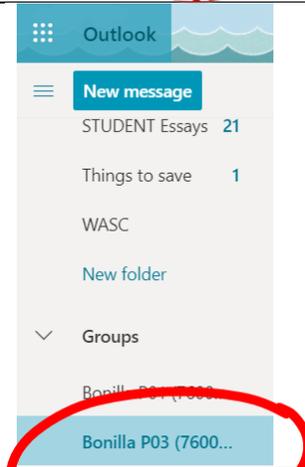
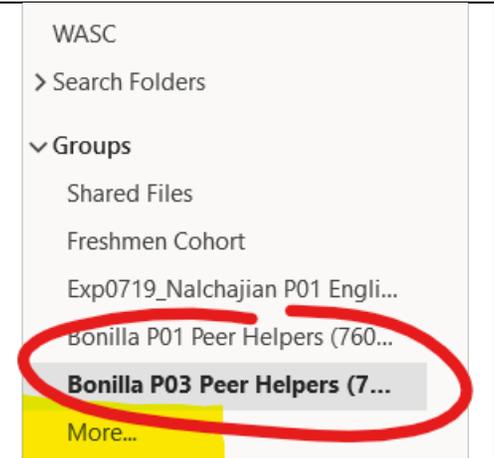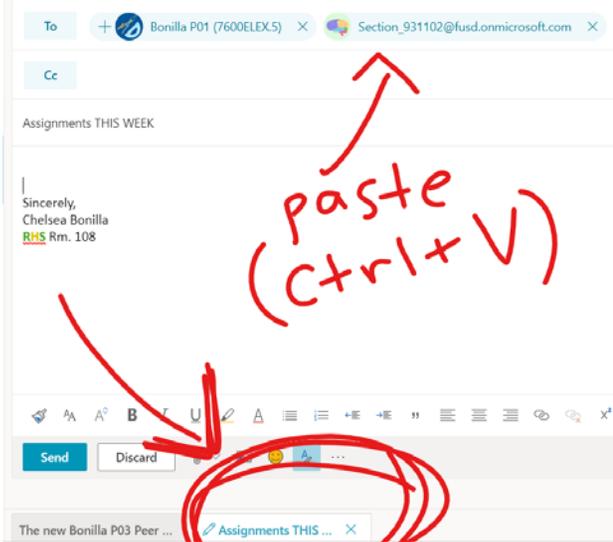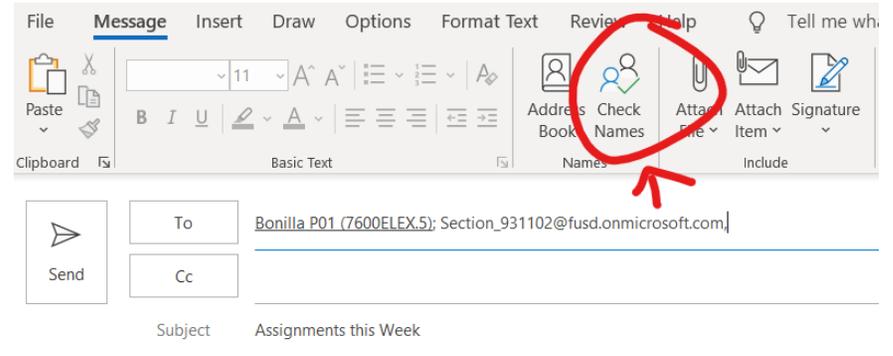|			
Step 5: To **copy other class periods** to this email, go back to your groups and select another class. (Select **MORE** to find hidden classes).		**Step 5:** To **copy other class periods** to this email, go back to your groups and select another class. (Select **MORE** to find hidden classes).	
Step 6: - This time, **CLICK the NAME of the class** to open the class details. - Then click COPY EMAIL ADDRESS		**Step 6:** - This time, **CLICK the NAME of the class** to open the class details. - Then click COPY EMAIL ADDRESS	

FRESNO TEACHERS ASSOCIATION
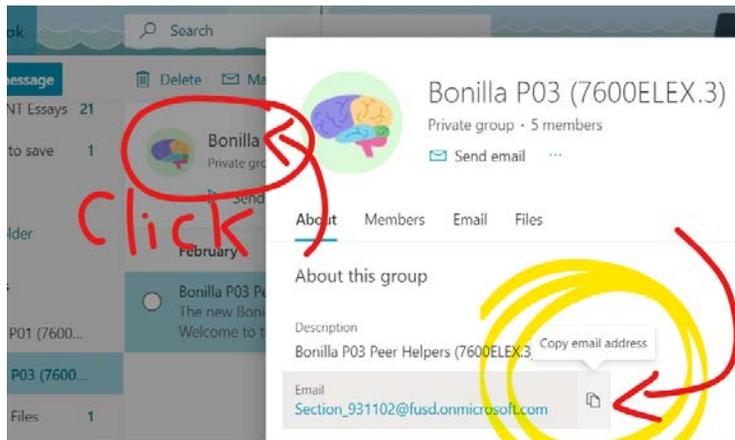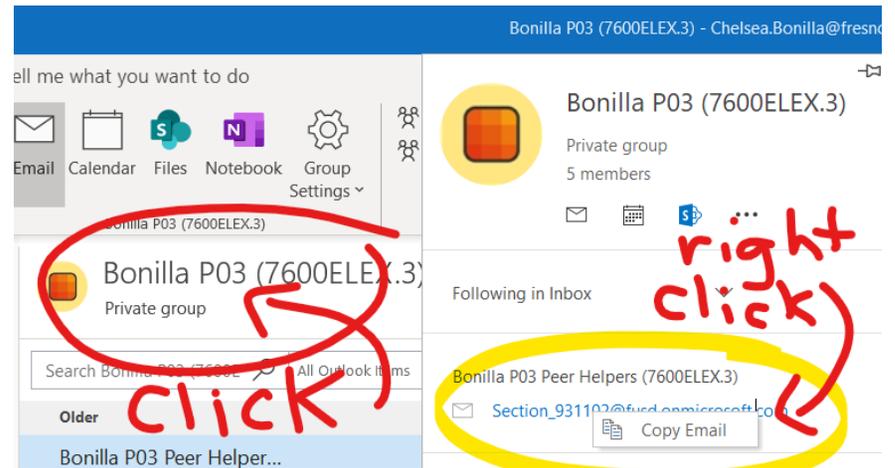
Step 7: Click the TAB on the bottom containing your email. THEN PASTE the email address you just copied.	**Step 7:** Find your original email THEN PASTE the email address you just copied. HOWEVER, don't forget to click CHECK NAMES after pasting into the TO line.
Step 8: Now you can keep repeating this process until all classes are on one email, OR SEND your email now! In the future, Outlook will remember these classes **and you can just start typing your last name** to add class periods to your email.	**Step 8:** Now you can keep repeating this process until all classes are on one email, OR SEND your email now! In the future, Outlook will remember these classes and **you can just start typing your last name** to add class periods to your email.