


Email a student

You can email a student, multiple students, or an entire class at any time.

Note: You can also send a private message to a student when providing feedback on an assignment. For instructions, see [Grade and return an assignment](#).

1. Sign in to Classroom at classroom.google.com.
2. Click the class that the student is in.
3. Click **Students**.
4. Check the box next to the student's name, and click  .
5. (Optional) If you want to send a message to multiple students, check the box next to each student's name, click **Actions** > **Email**.

[To select or deselect all students, check or uncheck the box above the list of students.]

Note: When you send an email to multiple students, the default setting adds the addresses to the **Bcc** field. You can move students' addresses from the **Bcc** field to the **To** field.

6. A new email message box opens. Enter a subject and message and click **Send**.