Email an Archived Class

You can easily email the students that were enrolled in an archived class.

To locate the archived class you want to email:

1. Point to *Classes* and click on **List Archived Classes**.

2. Use the *Search Criteria* to narrow down the results.

3. Click on the **Class** name to go to the Class record.

After you have located the archived class, the remaining steps are the same as emailing a class. Follow the instructions in our Help article for **Email a Class**.