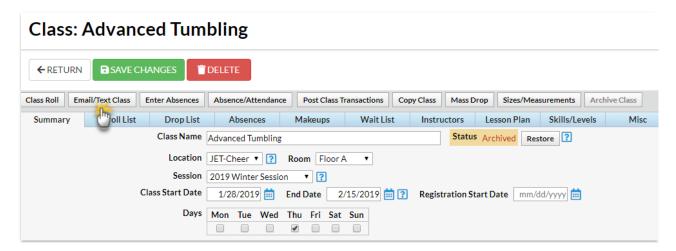
Email an Archived Class

Last Modified on 07/31/2020 9:30 am EDT

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**.