

# How can I send an email to multiple classes in MyUCLA?

1. Log into MyUCLA (<http://my.ucla.edu>)
2. Click the Email to Class link under My Features or click the Email link for any class on your Classes page.
3. An option will appear to select the term and class desired. In the drop down box for class, select the Multiple Classes option at the bottom of the list.
4. A list of your classes for that term will appear. Simply check the box next to each class you would like to email then type the subject and message below.
5. Finally, click the Send Email Now button to send the message.

Please note that this feature is intended for class specific information only and is not to be used for non-class specific information.

If there are any difficulties with this feature, please contact the Undergraduate Education Information Technology Help Desk at 310-206-4525 or [myucla@college.ucla.edu](mailto:myucla@college.ucla.edu).

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