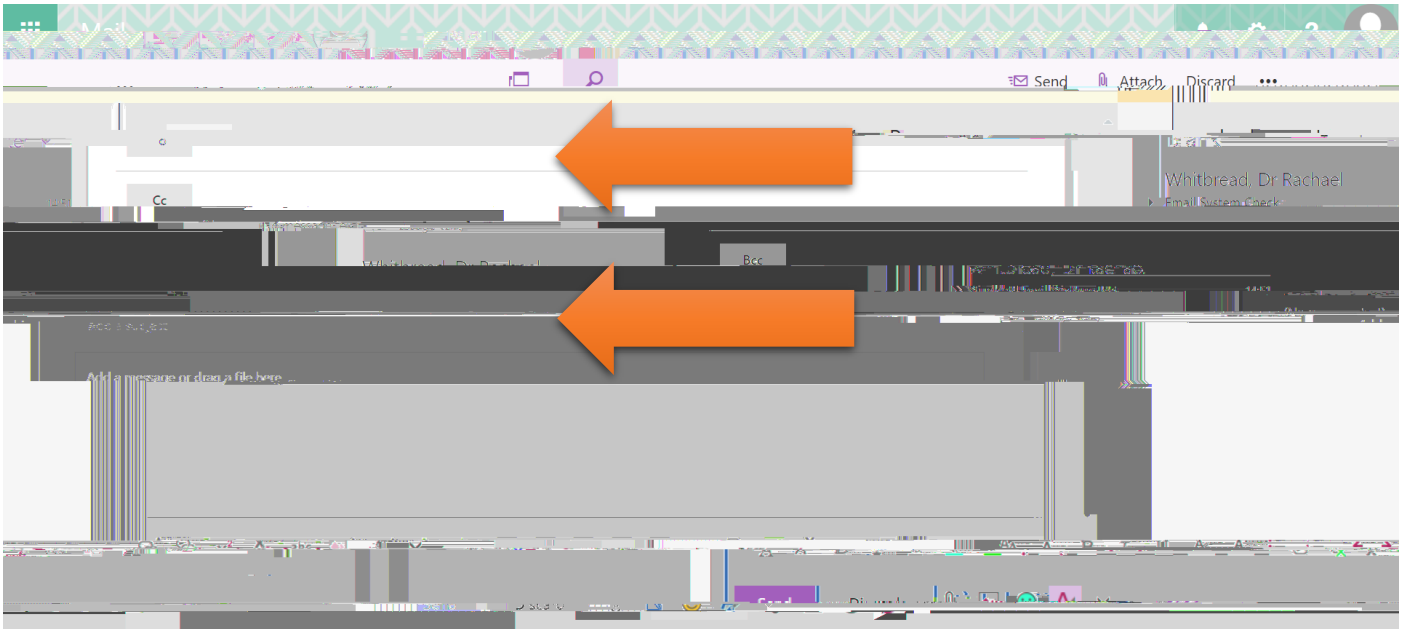# Accessing and Sending Emails

You should type the recipient's name (if they are a student or teacher at the School) or email address into the address line.

You can CC anyone who you think should view the email for their information only.

You can BCC recipients if you don't want them to know who else you have sent it to.

Do not forget to add a subject / title for your email.

You can attach files to emails that you send, by selecting the paperclip symbol at the top and bottom of a new draft email.