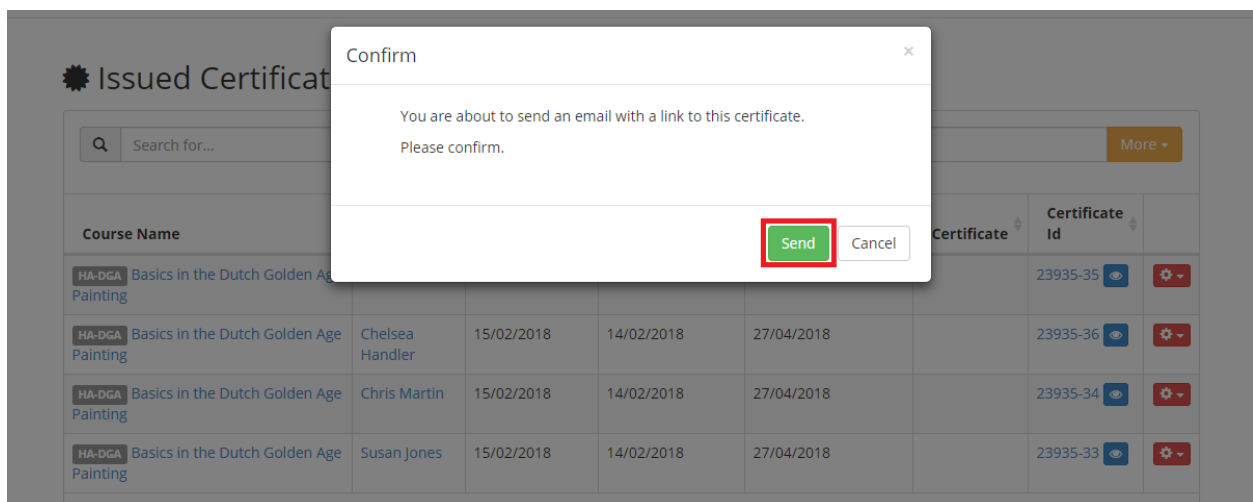# Send certificate or diploma by email

This article explains how teachers can e-mail already issued certificate or diploma to a student, it can be done from two different sources.

Open from the main menu **Courses > Issued Certificates and Diplomas**. Click on the **red option button** in the row of the chosen student and click on **E-mail certificate** to student from dropdown menu.

Click Send button in the Confirm window. Student will get an e-mail with a link of the certificate. By clicking on the link student can download or print certificate as regular PDFs.

or

Send certificate or diploma by email

Click **Courses > Course Manager or (Courses > My courses)**. Click the **red options button** next to your course then click **Manage Certificates** from dropdown menu.

On the **Issued certificates** page click on the **Show Issued Certificates** tab. Click on the **red option button** in the row of the chosen student and click on **E-mail certificate** to student from dropdown menu.

Click Send button in the Confirm window to finish the action.

Student will get an e-mail with a link of the certificate. By clicking on the link student can download or print certificate as regular PDFs.

Electa Live Virtual Classroom, LMS - Help & Support Portal
https://support.e-lecta.com/Knowledgebase/Article/50111