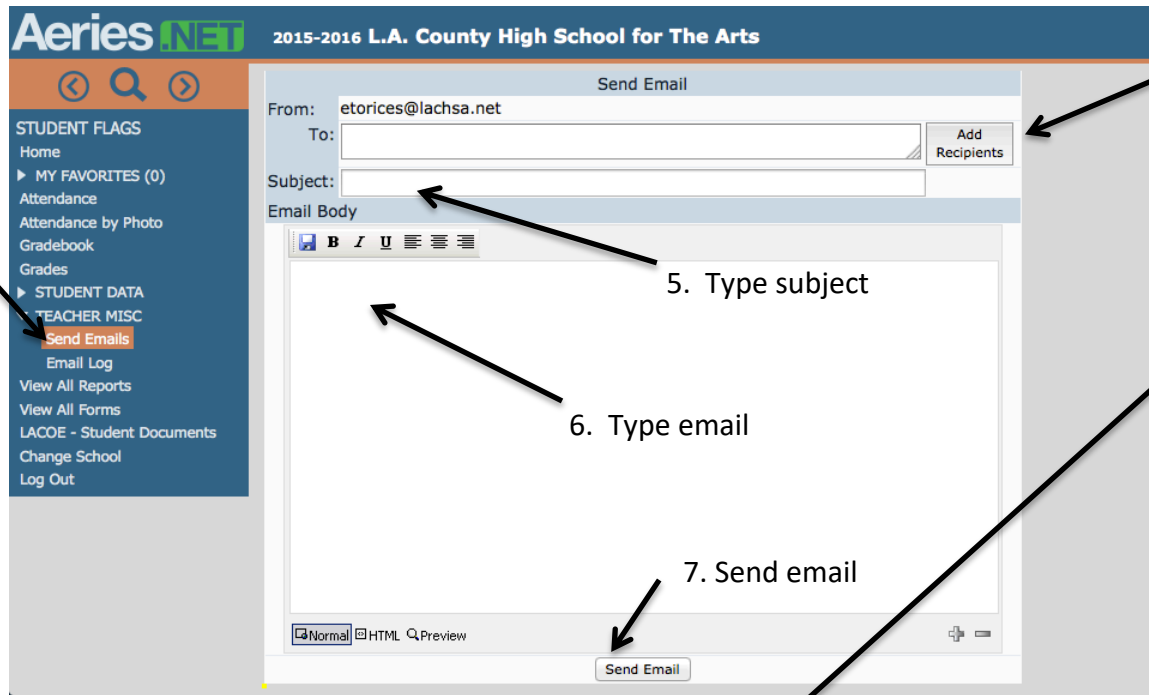


How to Send Emails to parent/student

(By period, class, student, etc)



1. Click on "Teacher Misc" and "Send Emails"

2. Click on "Add Recipients"

5. Type subject

6. Type email

7. Send email

3a. Click on the group you want to email (Student, Period, Class or My Students) and select Search

3b. Select the types of emails you want to send by selecting or de-selecting the emails. (Note: If you select CON.EM please put RL in the left boxes and select 10 (mom) and 11 (dad) into two of the "CON Filter" boxes on the right)

4. Add Selected (or Add All) depending on what you decide to do with the individuals that you have searched

