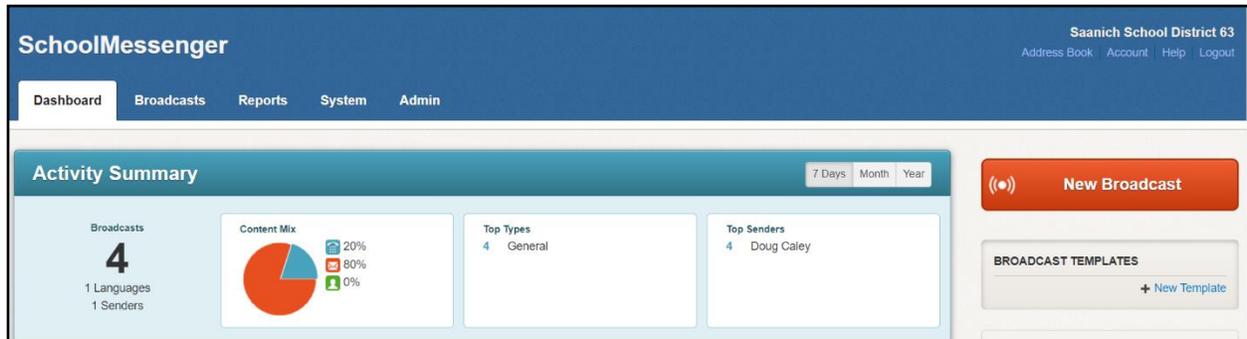


School Messenger

Creating a basic email broadcast

Before starting, please Bookmark your Login Page.

Step 1: In the Dashboard, click on New Broadcast



Step 2:

A: Fill in the Subject

B: Choose the Type (Attendance, General, Daily Announcements or Emergency). Usually, you will select General or Daily Announcements.

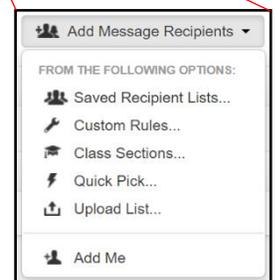
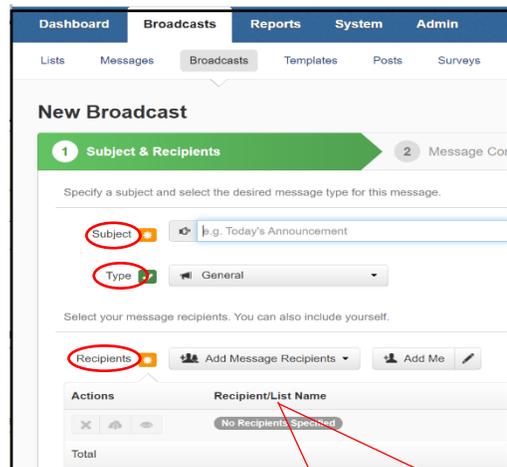
C: Select your message recipients.

i: Saved Recipient Lists... (lists you or I.T. have previously created and saved) .

ii: Custom Rules... (Filters such as Last Name, Grade, etc.) – good for grade or school selections.

iii: Class Sections... (Class lists such as AM Attendance, Art, Math, etc. – as set up in MyEd) – best for sending to a specific class(es).

iv: Quick Pick... (Search for Person, Search by Sections, etc) – good for adding a few names.

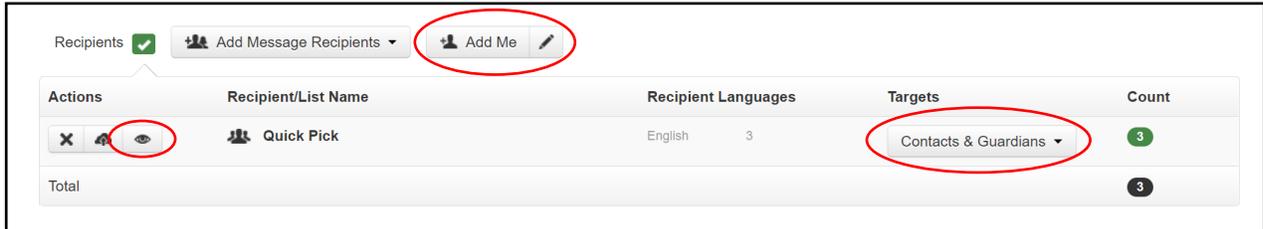


Step 3: It's a good idea to click Add Me so you can confirm that the message goes out as expected.

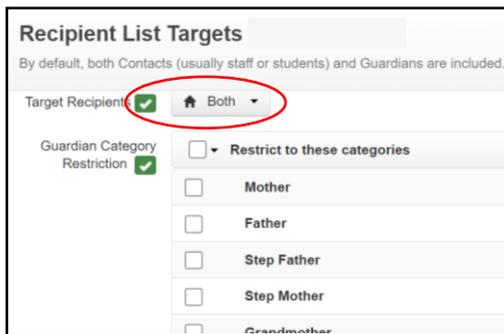
Step 4: Choose the correct Target Recipients:

Note: clicking on the eye icon allows you to view the list of recipients.

Note: you can make test messages by clicking Add Me and no other recipients.



The Recipient List is set to both Contacts & Guardians by default. You need to decide which you wish to use for your Broadcast.



Contact: That is the Student or Staff member

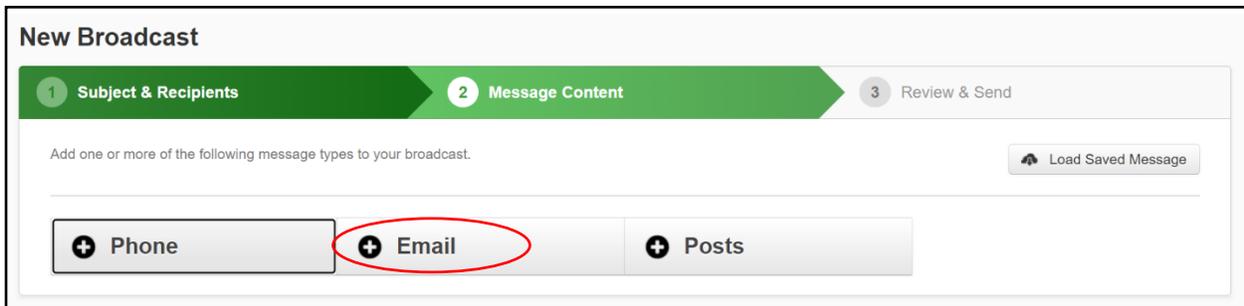
Guardians: The contacts have been imported from MyEd. Only those with "Receive Email" checked off have been imported. So, siblings, Grandparents, etc. will not be in the email list unless they have been set up as an emailed contact in MyEd.

Note: It's important that Contacts be correctly set up in MyEd regarding Parent & Guardian Contacts.

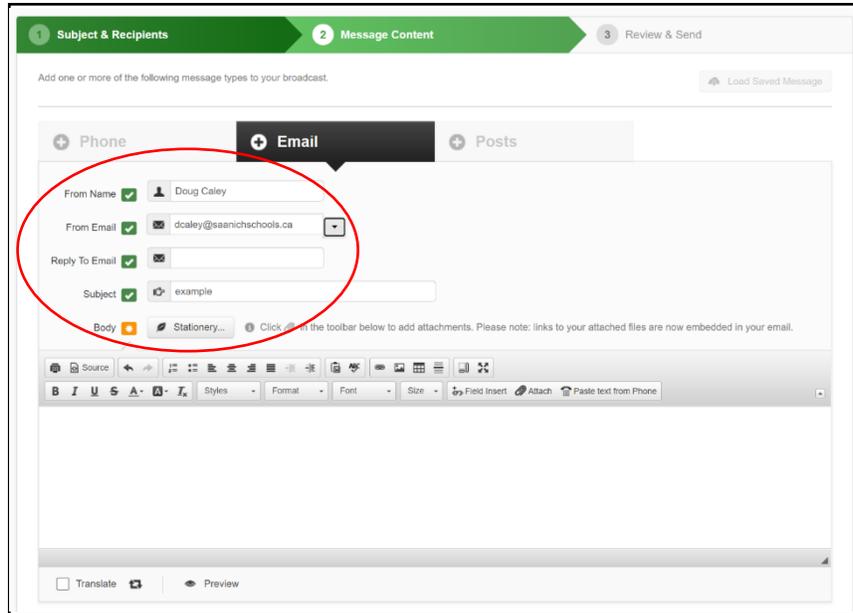
Step 5: Creating your message:

After setting up the Subject & Recipients click on Continue to go to the Message Contact window.

Almost all messages will be Email (as compared to Phone or Posts).



Clicking on Email will bring up a window and autofill the Sender's name & email address and the Broadcast Title (Subject). These can be edited. There is an optional "Reply to email" for times when replies should go to a third party. If you leave "Reply to email" blank, then replies will be sent to the Sender.



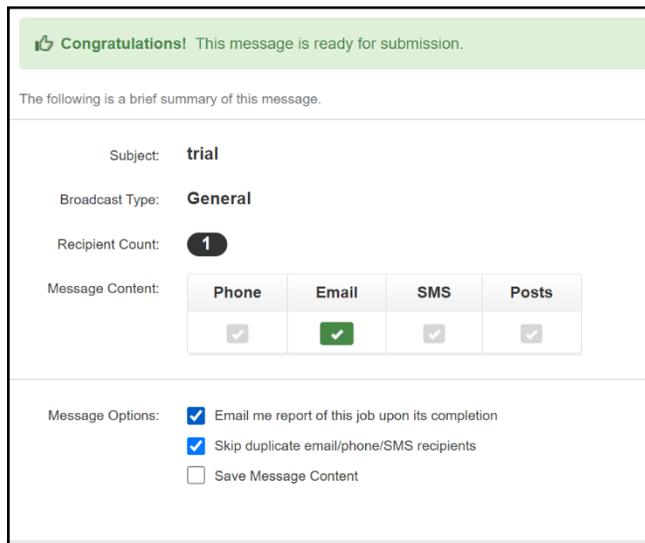
In the box below the email message can be composed. It is possible to use previously Saved messages and Stationery at this point by clicking on the appropriate button.

There are a variety of text formatting tools that can be used in your email.

Once your email has been composed click the Save button in the bottom right corner of the window, followed by clicking the

Continue button.

Step 6: The next window gives a brief message summary and the option to Send Now or Schedule to Send Later.



Send Now will immediately send your email and bring up a Success message. An email will be sent to the Broadcast's creator with a few details of the Broadcast.

