School Messenger

Creating a list

Lists are user created lists of Recipients. The most useful lists are those that auto-update.

Creating an auto-updating List of Associated Guardian email addresses in School Messenger

- Click on the **Broadcasts Tab** (not the Red New Broadcast button)

- Lists auto-highlights; click the **Add New List** toward the right side of the screen
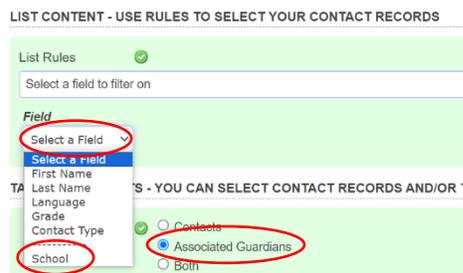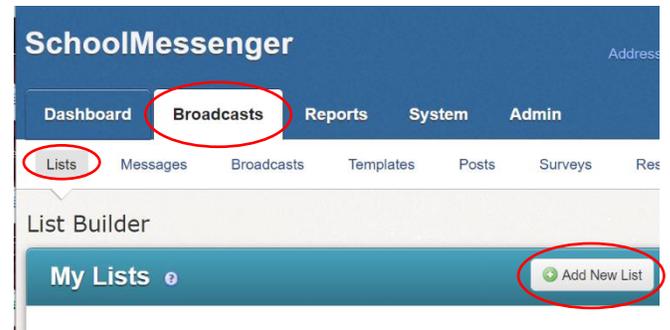
- Give the List a **Name & Description**.
- Under List Rules click on **Select a Field**
- Select **School** from the Drop Down Menu
- Select your school and then Click **Add**
- **Click Associated Guardians** (2nd green box down)

scroll to the bottom and click **Done**

Note: if this list if for your students only, then choose "Contacts" instead of "Associated Guardians". If you want both students & Guardians, then choose "Both".

Because this List was created using Fields, it will auto-update whenever changes are made in MyEd (new students, email address changes, etc).

This List can now be used when creating a Broadcast by choosing Saved Recipient Lists…