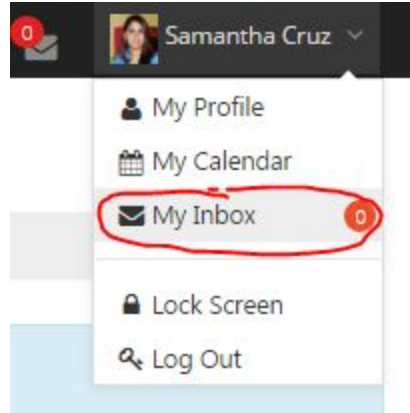


Sending A Mass Message

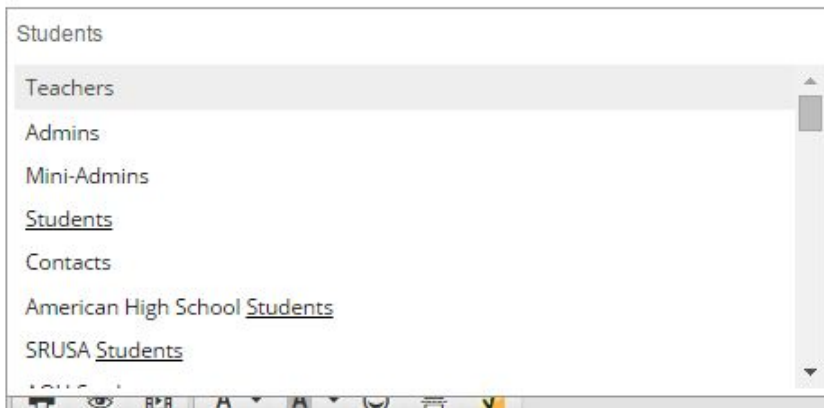
Start by opening your message center.



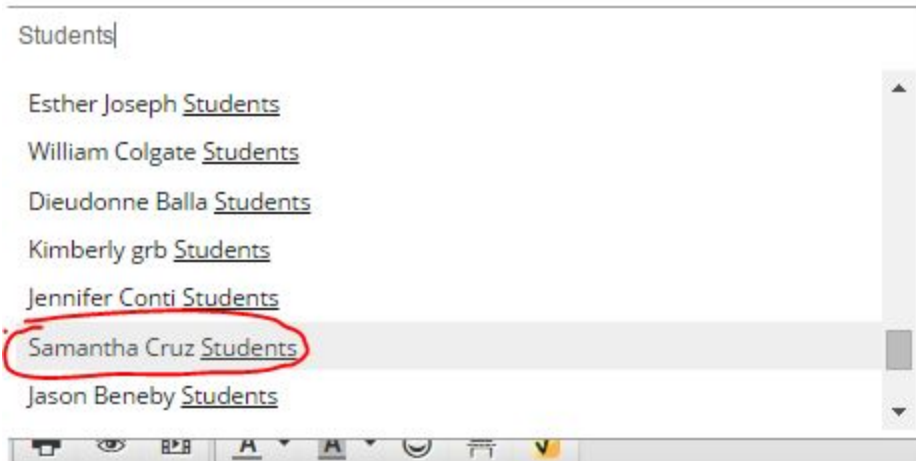
Once you are in the message center, press “Compose” to compose a new message.



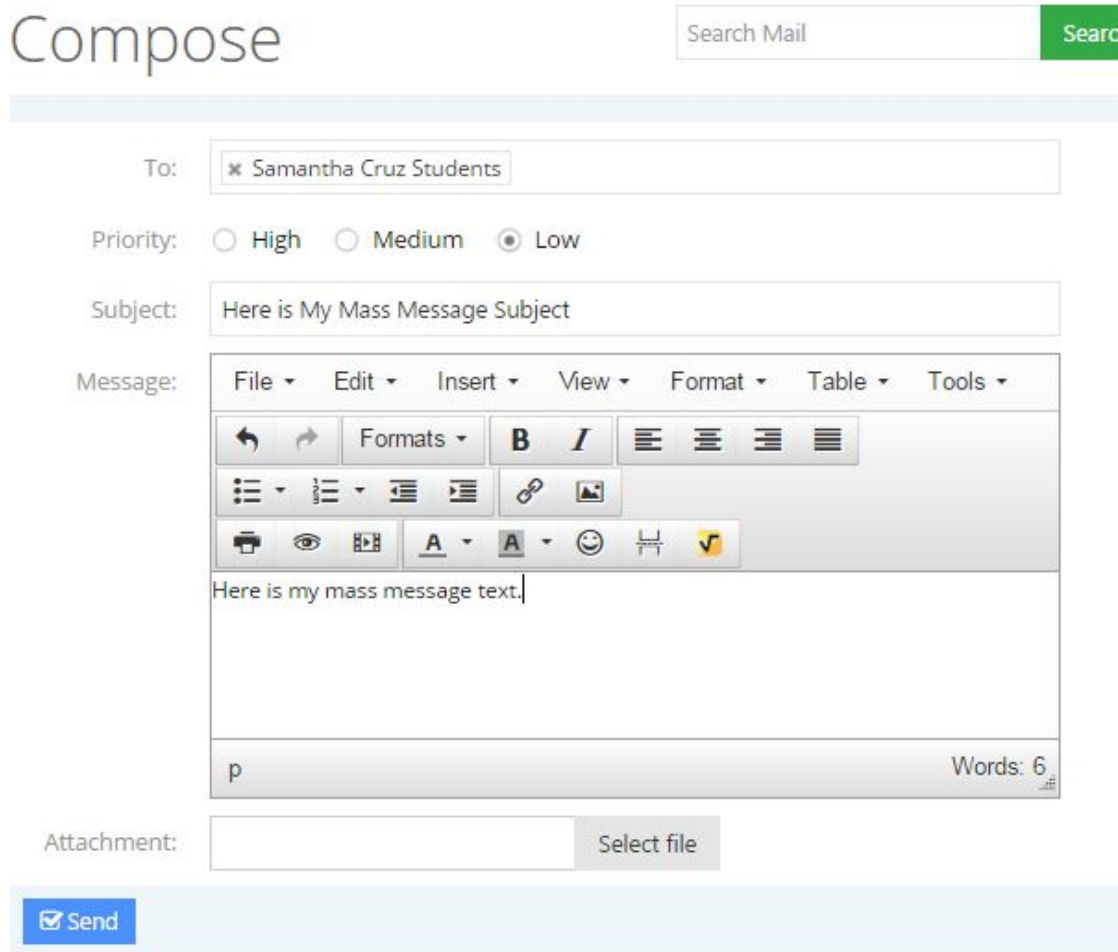
In the “To” field, search for the word Students. A list should populate:



Scroll down in the list until you see your name next to the word students. For example, Samantha Cruz would select “Samantha Cruz Students,” as shown below:



Once this is selected, it will populate the “To” box. Then, you can send your message normally, as shown below:



Send the message and it will go to all of your students.

