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:

Students	
Teachers	*
Admins	
Mini-Admins	
Students	
Contacts	
American High School Students	
SRUSA <u>Students</u>	

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:

Students	
Esther Joseph Students	*
William Colgate Students	
Dieudonne Balla <u>Students</u>	
Kimberly grb Students	
Jennifer Conti Students	
Samantha Cruz <u>Students</u>	
Jason Beneby <u>Students</u>	
	1990

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

To:	× Samantha Cruz Students
Priority:	O High O Medium Low
Subject:	Here is My Mass Message Subject
Message:	File • Edit • Insert • View • Format • Table • Tools • ◆ Formats • B I E E E E ● ● Formats • B I E E E ● ● ● ● ● ● ● ● ● ● ● ● ● ● ●
	p Words: 6
achmont	Select file

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

