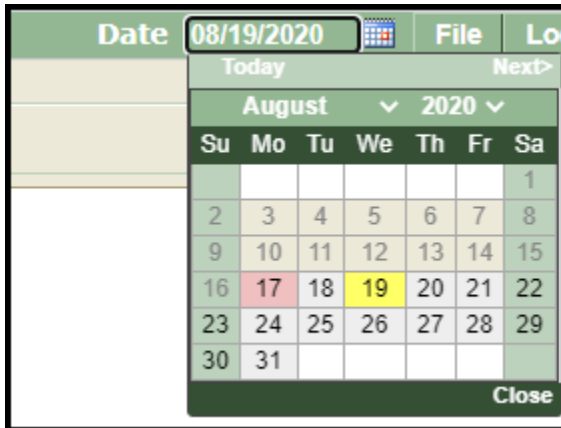
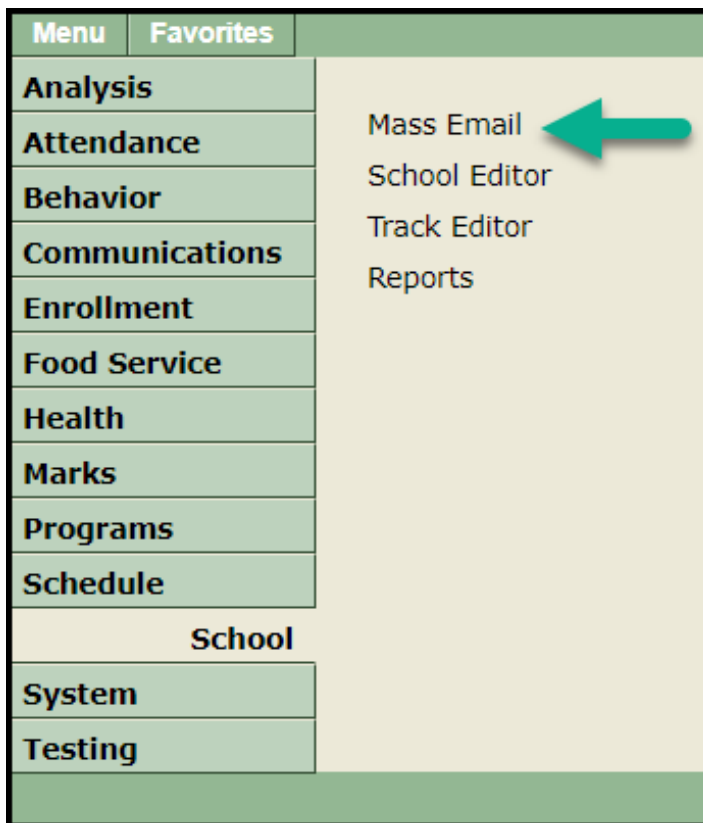


1. Change your Q system date in the top-right of Q to 8/19. Recipients will not show up if this date is not 8/19 or later.



2. Go to Menu → School → Mass Email.




3. Select which classes to send the message to. Build your email using the fields provided.

Mass Email

Reset Review Selected Recipients

Email Information

From:  **Make sure your name is shown here**


Subject:

CC to Self: One Copy Per Recipient One Copy Only

CC to Staff:

Attachment: Choose Files No file chosen

Body:

B I U ABC x₂ x² |  Font Family Font


Path:

Insert Field Student (First Name)

- Class Selection

Teacher: All

Class: All

 **Select which classes**

Pd 01 - Physical Science 8H (600045-4), TA,
 Pd 02 - Physical Science 8H (600045-1), TA,
 Pd 03 - Physical Science 8H (600045-2), TA,
 Pd 05 - Physical Science 8CP (600055-1), TA,
 Pd 06 - Physical Science 8CP (600055-10), TA,

4. Click [Refresh List] to generate a recipient list.
5. Click the students & contacts to send the email to. The top checkbox will select everyone below.

Refresh List


Select Recipients

<input checked="" type="checkbox"/> Student	<input checked="" type="checkbox"/> Contact	<input checked="" type="checkbox"/> Relation	Lives w/ Student
<input checked="" type="checkbox"/> A	<input checked="" type="checkbox"/> B	* Father	✓
<input type="checkbox"/>	<input checked="" type="checkbox"/> A	Mother	✓
<input type="checkbox"/> A	<input checked="" type="checkbox"/> Z	* Mother	
<input type="checkbox"/> A	<input checked="" type="checkbox"/> A	Father	
<input type="checkbox"/> A	<input checked="" type="checkbox"/> E	* Mother	✓
<input checked="" type="checkbox"/> A	<input checked="" type="checkbox"/> A	* Father	✓
<input type="checkbox"/> A	<input checked="" type="checkbox"/> A	Mother	✓
<input type="checkbox"/> A	<input checked="" type="checkbox"/> Fi	* Mother	✓
<input type="checkbox"/> A	<input checked="" type="checkbox"/> Pi	* Mother	✓
<input type="checkbox"/> A	<input checked="" type="checkbox"/> A	Father	✓
<input checked="" type="checkbox"/> A	<input checked="" type="checkbox"/> A	* Mother	✓
<input type="checkbox"/> A	<input checked="" type="checkbox"/> A	Father	✓
<input checked="" type="checkbox"/> A	<input checked="" type="checkbox"/> A	* Mother	✓
<input type="checkbox"/> A	<input checked="" type="checkbox"/> A	Father	✓
<input checked="" type="checkbox"/> B	<input checked="" type="checkbox"/> B	* Mother	

6. Click the [Review Selected Recipients] button.

7. Verify the email list looks correct, then click [Send Email] to send the email.

List of Email Recipients



Relationship	Email Address
Student	Tr
Mother	Tr
Father	b
Father	m
Mother	z
Mother	ki
Father	th
Mother	ci