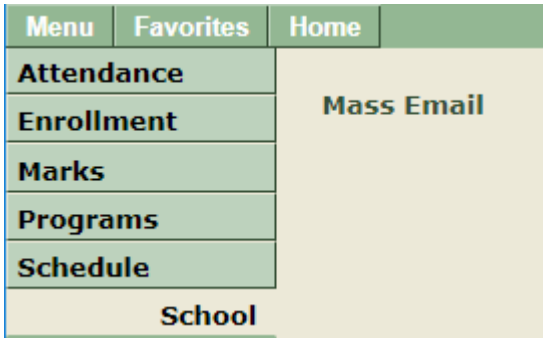



Step 1 - Log onto Q.

From Menu, hover over School and single click **Mass Email**.



Step 2 – Add Mass Email to Favorites (ONLY DO THIS STEP ONCE)

When the Mass Email window opens, click the star with a plus sign  on it in the lower left corner to add Mass Email to your Favorites.

Step 3 - Mass Email Areas – default to blank form consisting of three areas.

A screenshot of the 'Mass Email' composition window. The window title is 'TRN - Davis Senior High School - T 223 18/19'. It features a navigation bar with 'Menu', 'Favorites', and 'Home' tabs. The main content area is divided into three sections: 1. 'Email Information' on the left, containing fields for 'From', 'Subject', 'CC to Self' (with a checkbox and 'One Copy/Per Recipient' and 'One Copy Only' options), 'Attachment' (with a 'Choose Files' button and 'No file chosen' text), and a rich text editor for the 'Body'. 2. 'Class Selection' at the bottom, a list of filter options including 'Teacher: All', 'Class: All', 'Student: All', 'Term: All', 'Period: All', 'Cycle Day: All', 'Track: All', 'Course: All', 'Department: All', 'Subject: All', 'Teacher Group: All', 'Course Group: All', 'Enrollment: Active Students', and 'Last Name: All'. 3. 'Select Recipients' on the right, which includes a 'Refresh List' button and a list of recipients.

1. **Email Information** – allow user to compose an email.
2. **Class Selection** – provides a list of class and student filter options to assist in creating a Recipients List.
3. **Select Recipients** – allows the user to create a list of students, contacts and relationship types whom the email will be sent to.

Step 4 - Composing Email

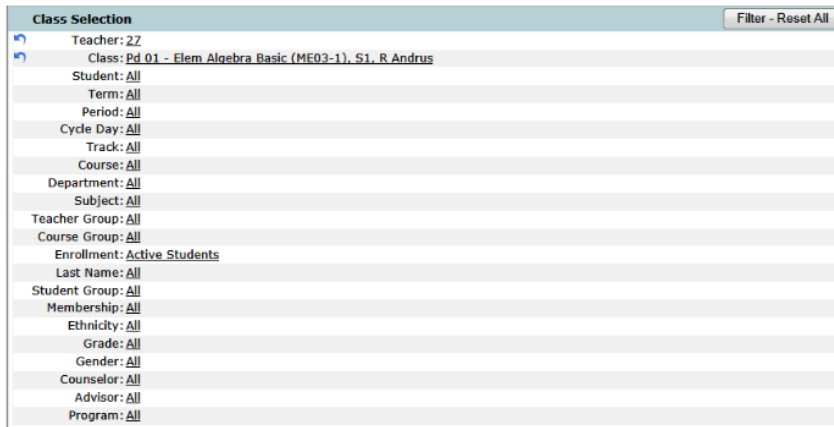
From within the Email Information, compose the email you want to send.

1. Select a Staff member that will be sued as the Sender (From)
2. Enter the subject for the email.
3. Click the **CC to Self** checkbox if you would like a copy for each email being sent.
4. To add an attachment, click **Browse** and search for the desired file to attach.
5. Create the body of the email using the Email Composer.

Step 5 - Select Recipients

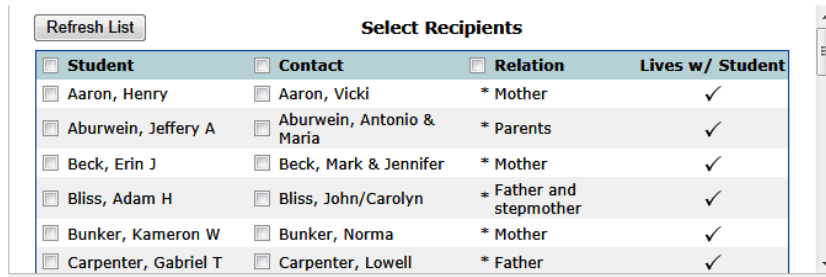
After composing your email, a Recipients list must be created.

1. From the Class Selection area, filter your list using the available Classes and/or Student Filter.



The screenshot shows a 'Class Selection' window with a 'Filter - Reset All' button in the top right corner. The window contains a list of filter options, each with a dropdown arrow: Teacher: All, Class: Pd 01 - Elem Algebra Basic (ME03-1), S1, R Andrus, Student: All, Term: All, Period: All, Cycle Day: All, Track: All, Course: All, Department: All, Subject: All, Teacher Group: All, Course Group: All, Enrollment: Active Students, Last Name: All, Student Group: All, Membership: All, Ethnicity: All, Grade: All, Gender: All, Counselor: All, Advisor: All, and Program: All.

2. Click **Refresh List**, in the Select Recipients area, to generate your list.



The screenshot shows a 'Select Recipients' window with a 'Refresh List' button in the top left. The table below has columns for checkboxes, Student, Contact, Relation, and Lives w/ Student.

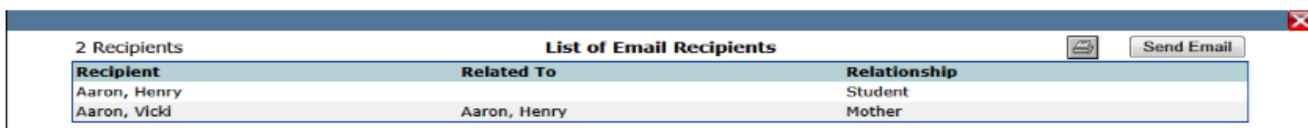
<input type="checkbox"/>	Student	<input type="checkbox"/>	Contact	<input type="checkbox"/>	Relation	Lives w/ Student
<input type="checkbox"/>	Aaron, Henry	<input type="checkbox"/>	Aaron, Vicki	<input type="checkbox"/>	* Mother	✓
<input type="checkbox"/>	Aburwein, Jeffery A	<input type="checkbox"/>	Aburwein, Antonio & Maria	<input type="checkbox"/>	* Parents	✓
<input type="checkbox"/>	Beck, Erin J	<input type="checkbox"/>	Beck, Mark & Jennifer	<input type="checkbox"/>	* Mother	✓
<input type="checkbox"/>	Bliss, Adam H	<input type="checkbox"/>	Bliss, John/Carolyn	<input type="checkbox"/>	* Father and stepmother	✓
<input type="checkbox"/>	Bunker, Kameron W	<input type="checkbox"/>	Bunker, Norma	<input type="checkbox"/>	* Mother	✓
<input type="checkbox"/>	Carpenter, Gabriel T	<input type="checkbox"/>	Carpenter, Lowell	<input type="checkbox"/>	* Father	✓

- To select all student, contacts and relationship types, click the **Student, Contact, and/or Relation** checkbox located in the Recipient List header.
- To select an individual student, contact, and/or relationship type, click the individual checkbox. **NOTE:** The asterisk before a relation type indicates the contact is the primary contact for the student.

Step 6 - Sending Email


Once you have created your Recipients List, review the list and send the email.

1. Click **Review Selected Recipients** to display the list of recipients to be sent the composed email.



The screenshot shows a 'List of Email Recipients' window with a 'Send Email' button in the top right. The table below has columns for Recipient, Related To, and Relationship.

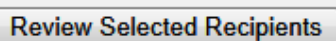
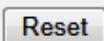
Recipient	Related To	Relationship
Aaron, Henry		Student
Aaron, Vicki	Aaron, Henry	Mother

Click  to print the list of email recipients.

2. Click **Send Email** to send email to list of email recipients. **NOTE:** The error message below is displayed above Email Information and Selected Recipients areas if the Mass Email application attempted to send email to an invalid email address.

Emails were sent with the following exceptions:
Error sending email to student Aaron, Henry : Syntax error in parameters or arguments. The server response was: 5.1.3 Invalid address

After the Mass Email has completed its task, you will see a Process Complete message.

  **Processing Complete**