

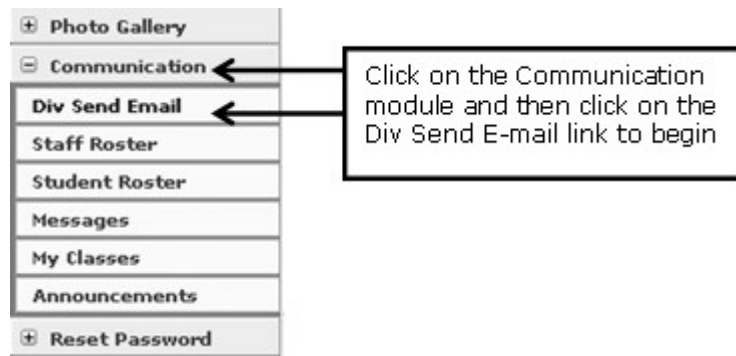
Div Send E-mail

Welcome to the All Div Send E-mail section of the website.

All Div Send E-mail is a very helpful feature which can be used to send bulk e-mail messages to groups within the school. You can use this link to send a message to Staff, Parents and Students.

Note: For the purpose of the help file we will be sending an e-mail to all Middle School, Grade 7 Mathematics, Parents.

1. To **Send a bulk e-mail** click on the **All DIV Send E-mail** link located under the **Communication** module.



2. The first step is to select the school. Since we want to send a message to Middle School parents we will select **MS** here.

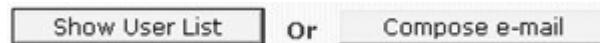
3. Now select **User Type**. Depending on your access level you will see different user types here. You can select multiple user types here. We are selecting **Parents**.

4. Next step is to select **Grade**. We selected Middle School so here we can only select Grades 6, 7 and 8. We are selecting Grade 7. Clicking on All will select all grades in Middle School.

5. Select **Course, Subject and Class**. All of these are defaulted to ALL. This means that all Grade 7 parents will get this message. We want to send a message to Grade 7 Mathematics parents so for Course we will select General Studies, For Subject we will select Math and for Class we will leave it as ALL.

Note: If you select Staff as User Type, you will then see a dropdown for Staff Type, which will allow you to select a staff type, such as Administration or Teacher, the grade, department, etc.

6. Once you have made your selection, click on one of the following two buttons:



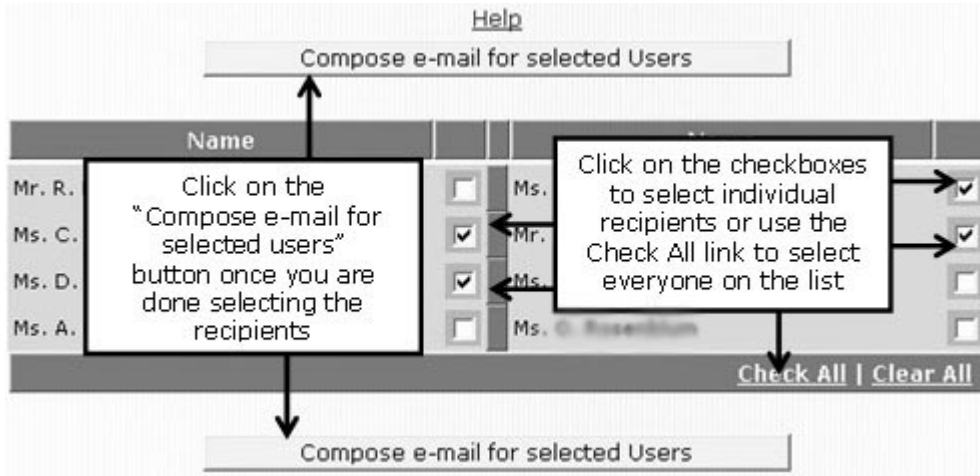
a) Show User List - Shows a list of all users who will receive this e-mail. The members will be displayed in alphabetic groups ordered by last name.

b) Compose E-mail - Clicking on this option takes you to the compose e-mail page where you can write and send your e-mail. You will not see a user list there.

7. If you want to send this e-mail to everyone within the selected category you can just click on the **Compose E-mail** button. That will take you right to the compose e-mail page. All users within your selected category will be the recipients of this e-mail. However if you would like to see exactly who will received this e-mail or select only certain individuals within the searched category you can click on the **Show User List** button which will list everyone within that category.

8. Here we have selected the **Show User List** button. Now we see a list of all users within the searched category which means that we see all Parents of Grade 7 Mathematics classes. All Parents are displayed in alphabetic groups ordered by Last Name.

9. To select all parents click on the Check ALL. Clear ALL will clear your selection. Once you have selected the recipients you can click on the **Compose E-mail for Selected Users** button.



Once you have clicked on the Compose E-mail For Selected Users button, a new window will open. This is the Compose Message window. This is where you will type your message. There are many options on this page. The page is in a very friendly HTML format. Here you can send plain messages or be fun and creative with pictures, tables, hyperlinks and more