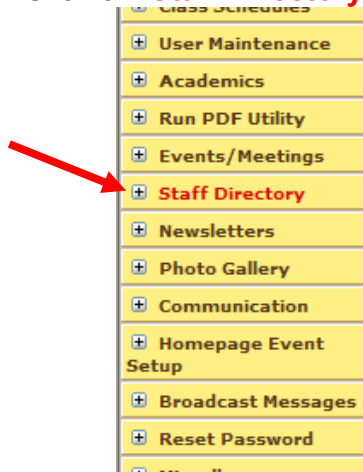


Staff Directory

The **Staff Directory** page allows for a quick and convenient way to email staff members of the school. Click on '**Staff Directory**' on the left-side menu.



The **Staff Directory** page opens, displaying a list of the staff members and links to email them.

Staff Directory PRINT BACK

[ALL](#) [Lower Division](#) [Middle Division](#) [High School](#)

[ALL](#) [Executive Office](#) [Academic Administrator](#) [Office Staff](#)
[Nurse](#) [Teacher](#) [Associate Staff](#) [PPS Staff](#)
[Specialty Staff](#) [Other Staff](#) [Coach](#) [Counselor](#)

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

| Name | Designation | Ext. | Email |
|-------|-------------|-------|-------|
| A/Z ↓ | A/Z ↓ | A/Z ↓ | A/Z ↓ |

Staff Members: 452

| Executive Office | | | |
|----------------------|--------------------------|-----|-----------------------|
| Brown, Mr. Dennis M. | Executive Vice President | 149 | demo@tha.soinmail.com |
| Brown, Mrs. Esther | Director of Operations | 102 | demo@tha.soinmail.com |
| Brown, Mr. Edward | Director of Finance | 116 | demo@tha.soinmail.com |
| Brown, Mrs. Ellen | Director of Payroll and | 107 | demo@tha.soinmail.com |

By clicking directly on the email address link of a user, the create email page opens.

| Teacher | | | |
|--------------------|-------------------------------|------|--|
| Black, Mrs. Arlene | Art Teacher | ---- | ablack@THA.soinmail.com |
| Blue, Mrs. Aviva | Librarian, | 150 | ablue@THA.soinmail.com |
| Brown, Dr. Avery | | ---- | demo@tha.soinmail.com |
| Brown, Dr. Joel | Joel Braverman High School | ---- | demo@tha.soinmail.com |

Click directly on the email link to open the email editor.

The '**Compose e-mail**' page opens, with the desired recipient listed in the '**BCC:**' field. The sender is listed in the '**To:**' field. Enter subject line and text, spell check and then click on **SEND**.

Compose e-mail

Close

| | |
|-----------------|--|
| From: | demo@tha.soinmail.com |
| To: | demo@tha.soinmail.com |
| CC: | |
| BCC: | ablack@THA.soinmail.com |
| | View All Recipients |
| Subject: | |
| Message: | <div style="border: 1px solid gray; padding: 5px;"><p>Select Style: Normal</p><p>8</p><p>B I U [List Icons]</p><p>[Spell Check] [ABC]</p></div> |

Filter The Staff List

You can filter the staff list by clicking on any of the links displayed at the top of the staff directory page.

Staff Directory ACK

ALL [Lower Division](#) [Middle Division](#) [High School](#)

[ALL](#) [Executive Office](#) [Academic Administrator](#) [Office Staff](#)
[Nurse](#) [Teacher](#) [Associate Staff](#) [PPS Staff](#)
[Specialty Staff](#) [Other Staff](#) [Coach](#) [Counselor](#)

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

| Name | Designation | Ext. | Email |
|----------|-------------|----------|----------|
| A Z ↓ | A Z ↓ | A Z ↓ | A Z ↓ |

The screenshot shows the Staff Directory interface. At the top, there are two rows of filter links. The first row, labeled 'Divisional Filters', contains links for 'ALL', 'Lower Division', 'Middle Division', and 'High School'. The second row, labeled 'User Type Filters', contains links for 'ALL', 'Executive Office', 'Academic Administrator', 'Office Staff', 'Nurse', 'Teacher', 'Associate Staff', 'PPS Staff', 'Specialty Staff', 'Other Staff', 'Coach', and 'Counselor'. Below these filters is a row of letters from 'A' to 'Z' for filtering by name. At the bottom, there is a table with four columns: 'Name', 'Designation', 'Ext.', and 'Email'. Each column has a dropdown menu with 'A' at the top and 'Z' at the bottom, indicating that the list can be sorted by these criteria.

Clicking on a **Division** will narrow the list to the staff of that division. Clicking on a **User Type** will narrow the list to only that user type. Clicking on a letter will display the users with names that begin with that letter.