

How-To Send an Email or Text Message Communication

Summary: This document will explain how to send mass emails or text messages to subscribers of eSchoolView Public Notification Groups, alumni, building staff or email distribution groups . (*Emails and Text messages need to be sent separately*)

Prerequisites: To create and send communications, you must have Site Master user access or Site Administrator user access with permissions to the Communication Management section

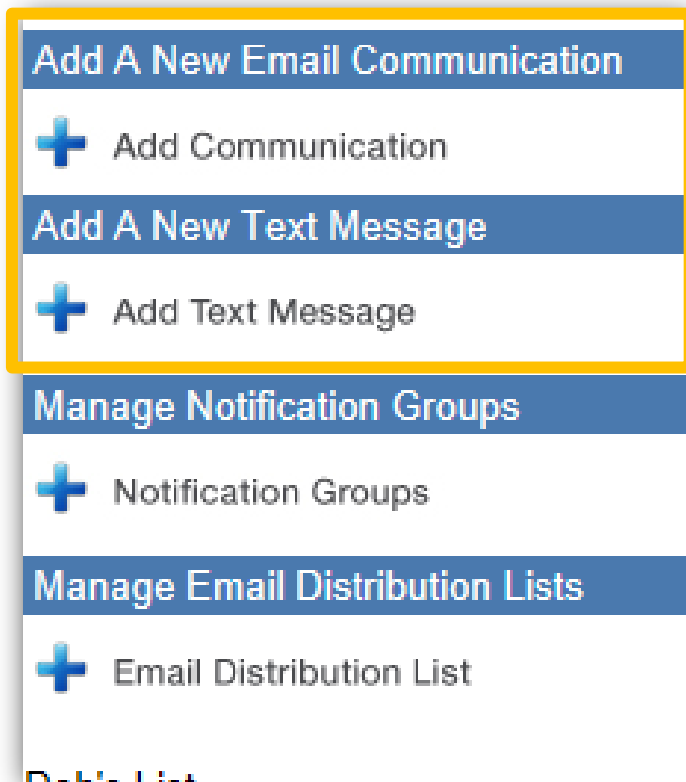
Steps:

In Admin Home

Click the Communications Management button



Under Add a New Email Communication or Text Message
Click + Add Communication- or +Add Text Message



Under Manage Email or Text Message Communication

Fill out the available fields

NOTE: Text messages have a character LIMIT (*remaining characters will display*)

Click Save

Manage Email Communication

Communication Template

Title: Boys Soccer game cancelled

Priority: High

From Email: broometiogaboces@esvcommunications.com

From Name: broometiogaboces@esvcommunications.com

Subject Line: Boys Soccer game cancelled

Do Not Reply: Add a "Do Not Reply" message to Communication

Newsletter Text: To make text window larger, press your F12 key.

B I U [Color] [Font] [Size] [Align] [List] [Link] [Image] [Table] [Undo] [Redo] [Print] [Help]

Default Font [Size] [Image] [Table]

Todays game at the High School was cancelled due to the threat of inclement weater.

It will be rescheduled for a later date

Words:23 Characters:126

Attachments: Add Attachment: [Browse...] [Add]

Existing Attachments:

Save Cancel

Upon Saving two new tabs will appear

Click on the Recipients tab

Manage Email Communication

Communication Template

Recipients **Send**

Title: Boys Soccer game cancelled

The Recipient options are displayed

Multiple groups can be added to the communication

When selected and Saved, a listing of recipient names and emails will display below this window

The screenshot shows the 'Manage Email Communication' interface with several sections:

- Manually Add Recipients:** Includes options for '+ Add Alumni by Year', '+ Add Email Distribution List', and '+ Add Staff by School'.
- Distribution Lists:** Features checkboxes for 'Deb's List' (checked) and 'OCD', along with an 'Add Groups' button.
- Select A School To Add Staff Recipients:** A dropdown menu is set to 'Broome-Tioga BOCES', with an 'Add Staff Recipients' button.
- Notification Group List:** Includes checkboxes for 'High School Prom Committee', 'Lunch Collection Notices', 'Emergency Notifications', and 'Athletic Event Changes' (checked), with an 'Add To Recipient List' button.

Red arrows in the image point to the 'Add Alumni by Year' option, the 'Add Groups' button, the 'Add Staff Recipients' button, and the 'Add To Recipient List' button.

Click on the Send tab
Save and Send

The screenshot shows the 'Manage Email Communication' interface with the 'Send' tab selected. The 'Save & Send' button is highlighted with a yellow box.

After sending, click on Edit

The screenshot shows a communication status bar with the text 'Boys Soccer game canceled' and 'Email Comm 9/19/2013 at 10:09 AM'. The 'Edit' button is highlighted with a yellow box.

Click on the Delivery Report tab to view the Status of the communication

The screenshot shows the 'Manage Email Communication' interface with the 'Delivery Report' tab selected. A table displays the following information:

Recipient Email	Status
deb [dstephen@btboces.org]	IN PROGRESS