

# How to Send Email or Text Communications to Subscribers

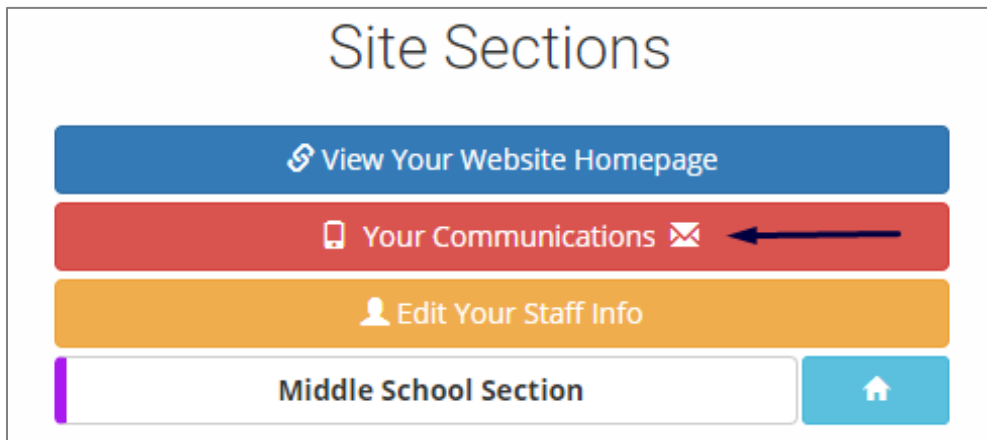
**Summary:** Send mass email and text\* communications

**Prerequisite:** You have set up your groups and those groups have subscribers

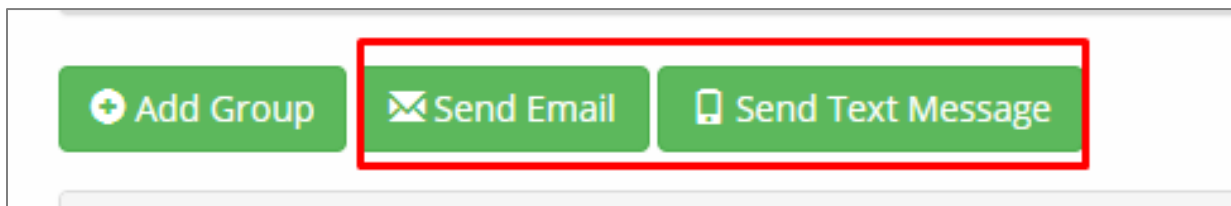
**Important:** Remember that these communications are not secure and thus no personally identifiable information should be included in these communications (i.e. names, phone numbers, birthdays etc.). This is a handy tool for sharing generic classroom/school type notices and reminders with groups. *If you couldn't put it on your webpage, you shouldn't share it in these emails or texts*

## Steps

1. Once you log in to eSchoolView, click the red bar titled “**Your Communications**”



2. Choose to **Send Email** or **Text Message\***



## TO SEND AN EMAIL

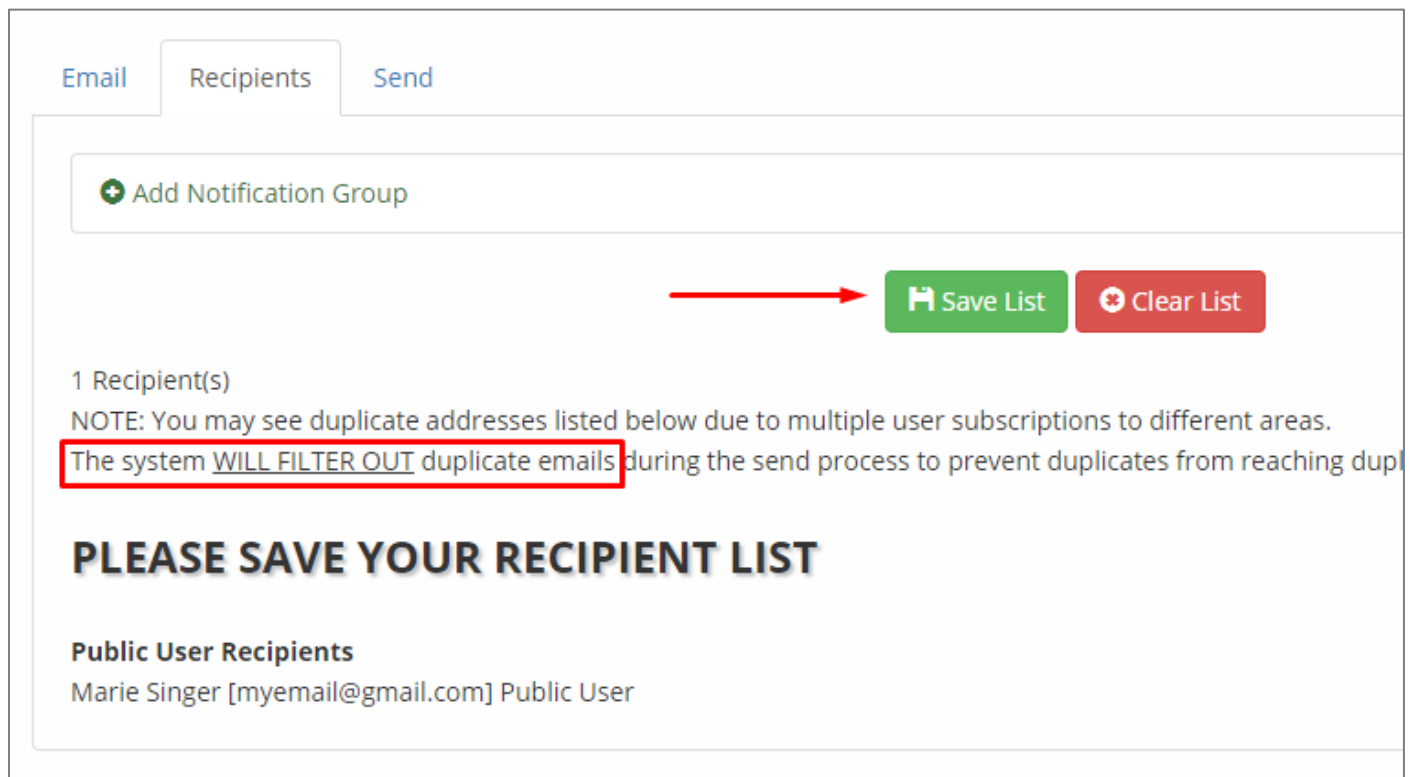
1. Click **Send Email** and fill in the following. The **Title** is just for YOUR knowledge and won't display for recipients. **Attachments** can be added. When done, click **Save**
- 2.

The screenshot shows an email composition interface. At the top, the **Title** field contains "4/22 Homework" with a red arrow pointing to it. Below it, the **Email Subject** field is highlighted with a red box and contains "Your Homework Assignment for Earth Day". The **Email Body** field is also highlighted with a red box and contains the following text: "Good Morning Students! For tomorrow, please read chapters 9-10 and prepare to answer questions about both chapters. Please visit and view the NASA page about Earth Day here: <https://www.nasa.gov/feature/goddard/2020/earthdayathome-with-nasa/> I will be asking you about that as well Have a good day Mrs. Stephens". A red arrow points to the **Add Attachment:** section, which includes a "Browse" button and a green "Add" button. At the bottom, there are "Save" and "Cancel" buttons.

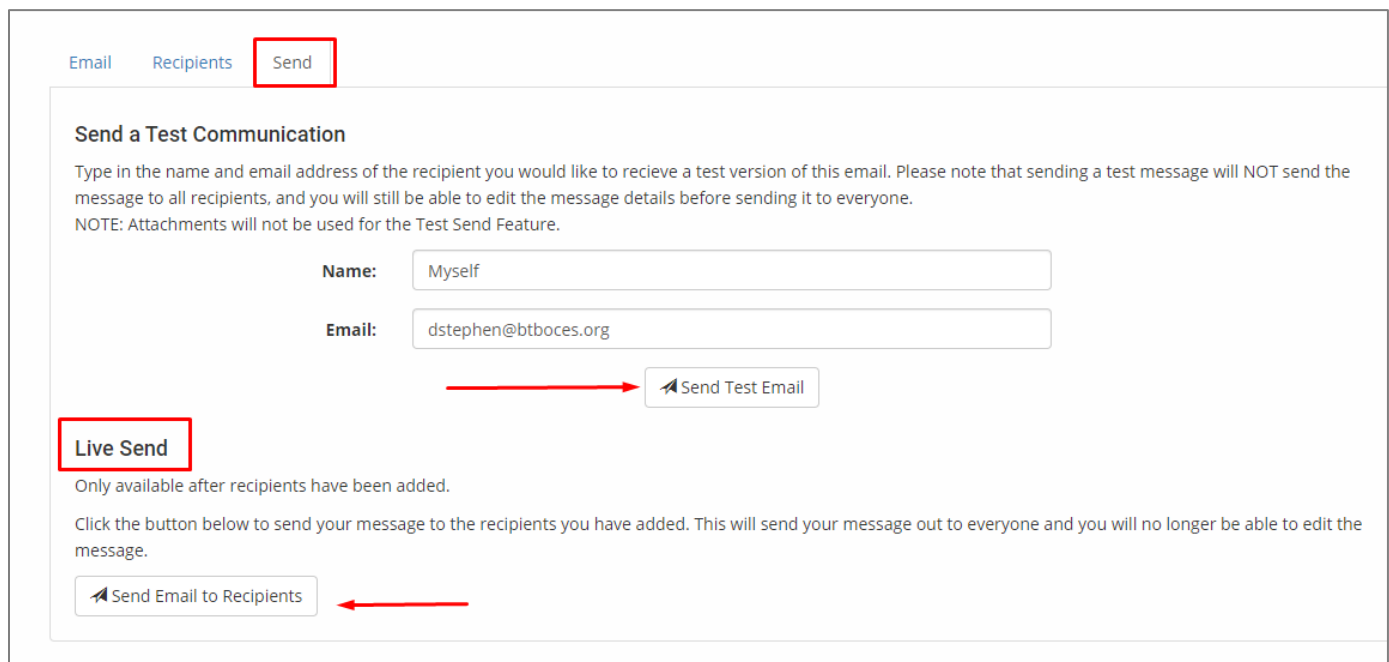
3. Now you will see a **Recipients** and **Send** tabs at the top. Click **Recipient**, choose a **Group** and click **Add**

The screenshot shows the "Recipients" tab selected in a navigation bar. Below the navigation bar, there is a section titled "Add Notification Group" and "Your Groups:". Under "Your Groups:", there are three items: "Example Group 1", "Example Group 2", and "Example Group 3". The checkboxes for "Example Group 1" and "Example Group 3" are unchecked, while the checkbox for "Example Group 2" is checked. A red box highlights the checkboxes. A red arrow points to a green "Add To Recipient List" button. At the bottom, there are "Save List" and "Clear List" buttons.

4. Review the note that displays then **Save the List**



5. Click the **Send Tab**. You can send a TEST email if you like, OR just live **Send to your recipients**



6. Once you send, you will see the email display in the Existing column

Existing Text & Email Communications				
Title	Type	Date Sent		
4/22 Homework	Email	4/23/2020 at 12:20 PM	<a href="#">Edit</a>	<a href="#">Delete</a>

## TO SEND TEXT MESSAGES

**\*NOTE ABOUT TEXT MESSAGES:** These are smtp formats and not sms or mms-messages. Depending on certain conditions, including carrier settings, it may take longer for this type of text message to be delivered than a standard sms or mms message. The text will be sent out, but timely delivery of the text via the provider is beyond our control. SMTP is essentially “email to text” and not “text to text”, which is why the cell carrier may delay or **deny** the notification altogether.

1. Choose Send Text Message. Type your message in 148 characters or less

### Your Text Message

**Message (148 Characters Max):**

Tomorrow is Quiz Day! You will need to have read chapters 5-10 this week! If you have questions, email me

Characters remaining: 40

[Save](#) [Cancel](#)

2. Select one or more groups and click Add Recipients

### Select Your Groups


- Example Group 1
- Example Group 2
- Example Group 3

[Add Recipients](#)

[Clear Entire List](#)


3. Your recipients will now display and you can choose to send your message

**Select Your Groups**

 Clear Entire List

**Public User Recipients**

6072225586@vtext.com [Marie Singer] Verizon Public User



**Your Text Message**

**Message (148 Characters Max):**

Tomorrow is Quiz Day! You will need to have read chapters 5-10 this week! If you have questions, email me

Characters remaining:

