

Mass Email

The Q Mass Email application allows users to compose and mass email students and/or their contacts. The application will mass send emails based on the selected Sender and creation of a Recipients List.

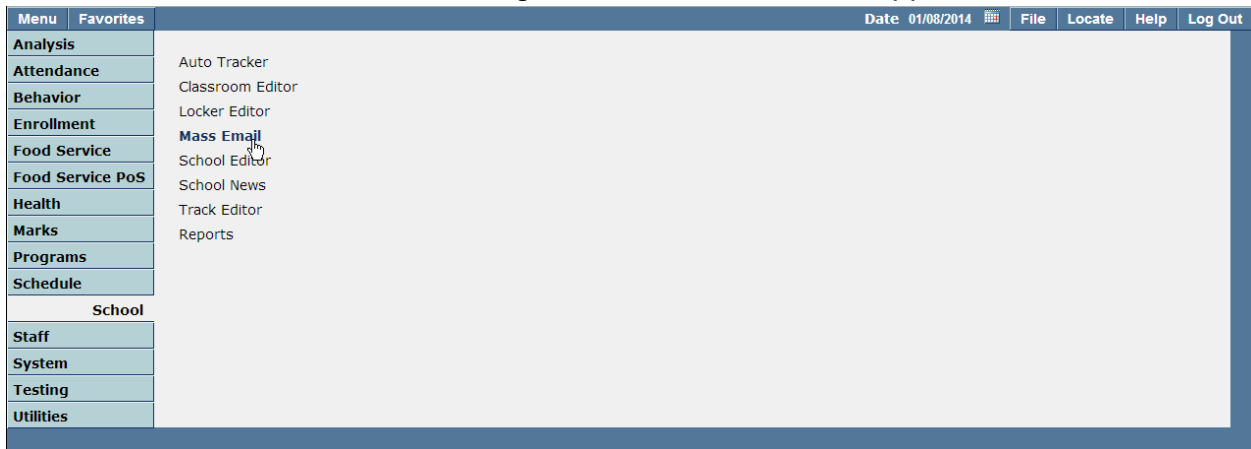
Tell me more about using Mass Email

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General Use

Step 1 – Accessing the Mass Email Application

The Mass Email application is located on the School menu. To access application, hover over the School menu and single click the **Mass Email** application.



Step 2 – Mass Email Areas

The Mass Application will default to a blank form consisting of three areas:

The screenshot displays the 'Mass Email' application window. The title bar includes 'Menu', 'Favorites', 'Maintenance', 'MassEntry', 'Close', 'System Date 09/26/2012', 'Locate', 'Help', and 'Log Out'. The main header shows 'Mass Email', 'Clarkson High School - T 301 12/13', and 'Welcome System Administrator'. Below the header are buttons for 'Review Selected Recipients' and 'Reset'. The interface is divided into three sections:

- 1 Email Information:** Contains fields for 'From:' (set to 'Andrus, R'Oberta'), 'Subject:', and 'CC to Self:'. It also has an 'Attachment:' section with a 'Browse...' button and a rich text editor for the 'Body'. At the bottom of this section are 'Insert Field' and 'Check Spelling' buttons.
- 2 Class Selection:** 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', 'Last Name: All', 'Student Group: All', 'Membership: All', 'Ethnicity: All', 'Grade: All', 'Gender: All', 'Counselor: All', 'Advisor: All', and 'Program: All'. A 'Filter - Reset All' button is located at the top right of this section.
- 3 Select Recipients:** A large empty area with a 'Refresh List' button at the top.

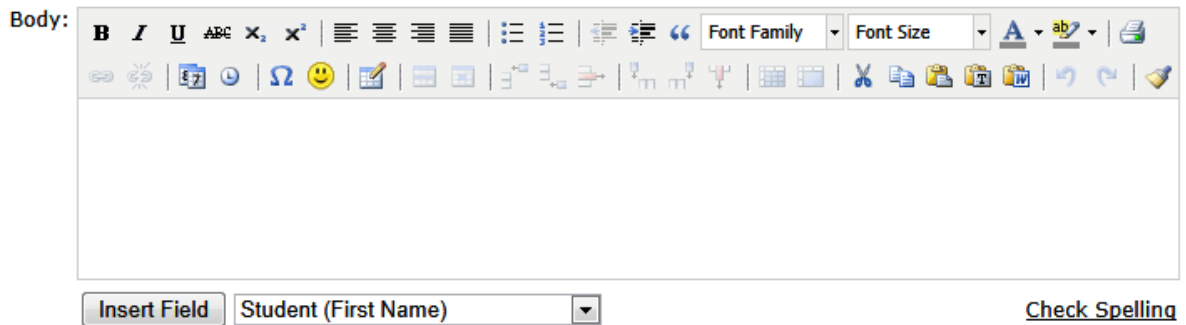
1. **Email Information** – allows users to select the Sender and compose an email.
2. **Class Selection** – provides a list of class and student filter options to assist in creating a Recipients List.
3. **Select Recipients** – allows the user to create a list of students, contacts, and relationship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

Step 3 – Composing Email

From within the Email Information area, compose the email you would like to send.

1. Select a staff member that will be used 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.



Email Composer Features

	Include Bold, Italics, Underline, Strikethrough, Subscript or Superscript Font Styles		Insert Special Character / Emoticon
	Change Font Alignment to Left, Center, Right or Justified		Insert table.
	Insert Bulleted / Numbered List.		View / Modify Row or Cell Table Properties.
	Increase / Decrease included list.		Insert / Delete Table Rows.
	Format selected text as a Block Quote.		Insert / Delete Table Columns.
	Choose a Font and Font Size.		Split or Merge Table Cells
	Change Font / Background Color.		Cut, Copy, Paste, Paste from Text Editor / Word
	Print Email Body.		Undo / Redo
	Insert or remove URL Link.		Remove any unwanted text caused by Paste function
	Insert Current Date / Time		

6. **Optional:** Include Student Name by selecting format and clicking **Insert Field**. Doing so will include the student's name in the body of the email for each Mass Email Recipient.

7. **Optional:** Verify correct spelling by clicking **Check Spelling**.

Step 4 – Selecting Recipients

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

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

Class Selection
Filter - Reset All

- Teacher: 27
- 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
- Program: All

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

Refresh List
Select Recipients

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

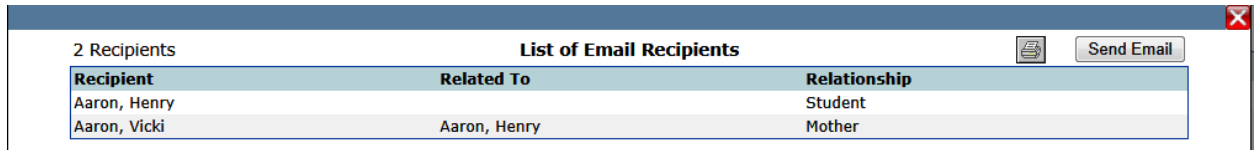
- To select all students, contacts and relationship types, click the **Student**, **Contact**, and/or **Relation** checkbox located in the Recipient List header.
- To select an individual student, contact and/or relationship type, click on the individual checkbox.

NOTE: The asterisk before a relation type indicates the contact is the primary contact for the student.

Step 5 – 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 window titled "List of Email Recipients" with a "Send Email" button. The window contains a table with the following data:

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 the Email Information and Selected Recipients areas if the Mass Email application attempted to send an email to an invalid 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 application has completed its task, you will see a Process Complete message.

For technical assistance in configuring the Mass Email application for your School District, please contact Aequitas Solutions Inc.'s Support Team.