

Send Class Mail

ParentLocker's Class Mail module allows you to effortlessly communicate with your students and their parents via e-mail.

1. Under "Teacher Tools" on the top navigation bar, click **"Send Class Mail."**



2. Navigate through each tab of the **Send Class Mail** page.

SEND CLASS MAIL

Use this page to send out mail to the parents and students of the courses you teach. Navigate between steps by clicking the blue tabs below.

[Your Email Logs](#)

Hi Beth! In addition to sending emails, consider updating [your courses](#) as well. Parents will receive a single email with all updates to their childrens' courses every night, so if you post - they will see. [Go to your courses now.](#)

Recipients Headers Message Attachments Preview & Send

Message Recipients

Check the groups of people this email will go to. Create a custom email group by clicking 'Create New List'.

☐ Parents of 3B General Studies

☐ Students in 3B General Studies

[Create New List](#)

[Add More](#)

3. In the first tab, **"Recipients,"** check off what list you want the message to go to. By default, the courses you teach will be there as lists to check off.

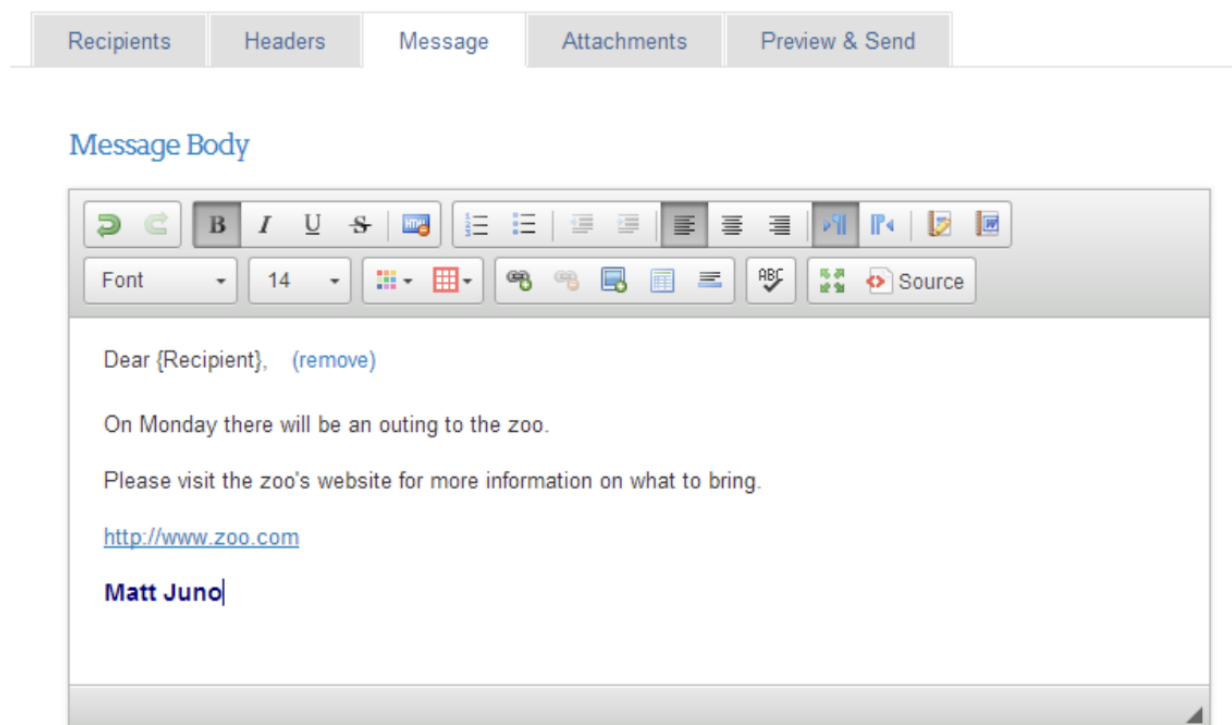
Tips

- You can check off as many lists of recipients as you want.
- If you want to add additional recipients, click "Add More" and search for additional



recipients by name.

- To create a new list that will appear as a checkbox every time you send an email, click “Create New List.” Enter a name for this list in the box that appears, and select people to include in that list.
- Even if there is a recipient/email address that is in multiple lists you check off to send to, the recipient will only receive the email once.
- Recipients will not see who else the email was sent to.

4. In the **“Headers”** tab, select how you want your name to appear in the email, type the subject of the email, and enter the reply-to address. This is the email address you want any replies to go to (usually your email address).
5. In the **“Message”** tab, enter the text of your email. You can format the text of the email (font, size, colors, bold, bullets, etc.) using the toolbars at the top.



Tips

- Click the Spellcheck icon  to check for any spelling errors.
- The email will automatically begin with “Dear” followed by the recipient’s name (each recipient will receive a personalized email with their name). You can remove the personal greeting by clicking {remove} near “Dear {recipient}”.
- Add an image to the message body by clicking the  icon in the toolbar and browsing your computer for an image.

6. In the "**Attachments**" tab, upload any files you want to include as attachments in the email.

Click "**Include Files**" and browse for files on your computer to attach.

7. Finally, click the "**Preview & Send**" tab to prepare for sending.

- First, click the "**Preview**" button to see what your email will look like when sent.

- If you're satisfied, click the green "**Send Email**" button to send the email.

Otherwise, you can go back to previous steps to make adjustments.


- When you send, a progress bar will appear. Please note that it may take a minute or two to send the emails.

Preview and Send

When you're finished, click preview below, and then send. Please note: sending may take a while, at a rate of about two emails per second. Please be patient!

Preview

Send Email

From: Mr. Juno via PLT
To:  7th Grade Math Parents; Leslie Apple, Administrator Demonstrating,
Subject: Class outing Jul. 25th
Attachments:



ParentLocker Tour School Demonstration

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Dear [Recipient Name will be here],

On Mon. Jul. 25th there will be an outing to the zoo.

Matt Juno

Revision #2

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