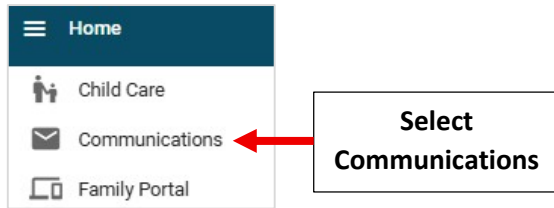


# Sending an Email Message in FACTS SIS

Once logged into FACTS please Select **Communications** from the Main Menu



Select Create Email Message



Verify "From Name" and "From Email" are correct. Place a Check by Email me a copy

The screenshot shows the 'Create Email Message' form. The 'Email Type' section has 'Message' selected. The 'From Name' field contains 'Marie Laubach'. The 'From Email' field contains 'mlaubach@diobrook.org'. The 'Email me a copy' checkbox is checked. Annotations include: '1. Verify From Name' pointing to the 'From Name' field, '2. Verify From Email' pointing to the 'From Email' field, and '3. Check by Email me a copy' pointing to the 'Email me a copy' checkbox.

Select **Filters** (Student Type and Status) and Select **Recipients**. Click > to Select Individual Recipients or >> to Select All Recipients. Select the Relationship Use **Correspondence** for **Student** Emails and **Staff** for **Staff** Emails

The screenshot shows the 'Recipients' form. The 'School' dropdown is set to 'Premier Academy'. The 'Type' dropdown is set to 'Student'. The 'Status' dropdown is set to 'Enrolled'. The 'Substatus' dropdown is empty. The 'Available' list shows a list of names with checkboxes. The 'Selected' list is empty. The 'Choose Relationships' section has 'Correspondence' selected. Annotations include: '1. Select Type Student or Staff' pointing to the 'Type' dropdown, '2. Select Status' pointing to the 'Status' dropdown, '3. Select Recipients' pointing to the 'Available' list, '4. Click > to Select Individual Recipients or >> to Select All Recipients' pointing to the '>' and '>>' buttons, and '4. Select Correspondence' pointing to the 'Correspondence' checkbox.

**1. Enter Email Subject and Message**

**2. Click on Add Attachment**

## Email Content

Templates

Save Template

Delete Template

Subject

Welcome Back Students

Email Signature can be configured in User Preferences

B *i* U   $\times_2$   $\times^2$  A- AA- A   A-                                                                                                                                                                                                                                                                                                                                                                                                  

