Sending Email from School tool

1. From the Home tab in schooltool - click the Actions tab

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- 2. Searching for Students select By Class or Advanced Search:
 - a. By Class Uncheck the Class box to deselect all classes and then select the class or classes you want to email

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b. Advanced Search - Use this feature to search by last name, grade, community, etc.



c. Click Search when finished

3. Select the students you would like to email and click Continue

~	Class	Period	Section	Days	Room	Semester
1	TEACHER LUNCH	L-RW	48	A.B.C.D.E.F.G.H		Fall/Spring
	STUDY HALL 07-08	Opp 1	3	8.E.G	207	Fall/Spring
	DEPT LEADER	Opp 1	29	A,C		Fall/Spring
	PERSONAL PLAN	Opp 1	155	F		Fall/Spring
~	TECHNOLOGY 8	Opp 2	6	A,B,D,E,F,H	207	Fall/Spring
	TECHNOLOGY 8	Opp 3	7	A,C,D,E,G,H	207	Fat/Spring
	STUDY HALL 07-08	Opp 4	9	C,F,H	207	Fall/Spring
	DEPT LEADER	Opp 4	30	G		Fall/Spring
	PERSONAL PLAN	Opp 4	156	8,0		Fat/Spring
	TECHNOLOGY 8	Opp 5	8	A,B,C,E,F,G	207	Fall/Spring
	TECHNOLOGY 8	Opp 6	9	A.B.D.E.F.H	207	Fall/Spring
	PERSONAL PLAN	Opp 7	157	A,C,D,E,F,G,H		Fail/Spring
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2	Banks, Johammsonn J				12644	
3	Crispino, Shaelyn C				9606	
~	Dhaliwal, Hardeep S				9666	
1	Edwards, Na'zair Shemar	Meeko			12336	
7	Ferrante, Brooke Anne				6061	
7	Firnstein, Sara M				0091	
~	Gould, Caillin E				5720	
1	Henchen, Zachary J				\$141	
~	Hewitt, Jenna L				9731	
1	Jobes, Brandon K				7523	
1	Meyer, Ashley M				8159	
V.	Montalbano, Gianna R				\$457	
7	Moore, Kallyn D				10848	
1	Murphy, Alana A				5638	
1	Myers III, Bruce Wardell				15351	
~	Nazario-Bouey, Nadia Da	ijona			12354	
7	Phothirath, Somvylay Joh	ieny			11687	
•	Pierson, Jessica L				9618	
~	Quan, Anna B				9528	
3	Scott, E'Lisia M				13289	
	Shaman, Zarrah M				14895	
2					5984	
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X	Viola, Thomas J				9125	

4. Compose your email, check the Receives Mail box and then click Send Email

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