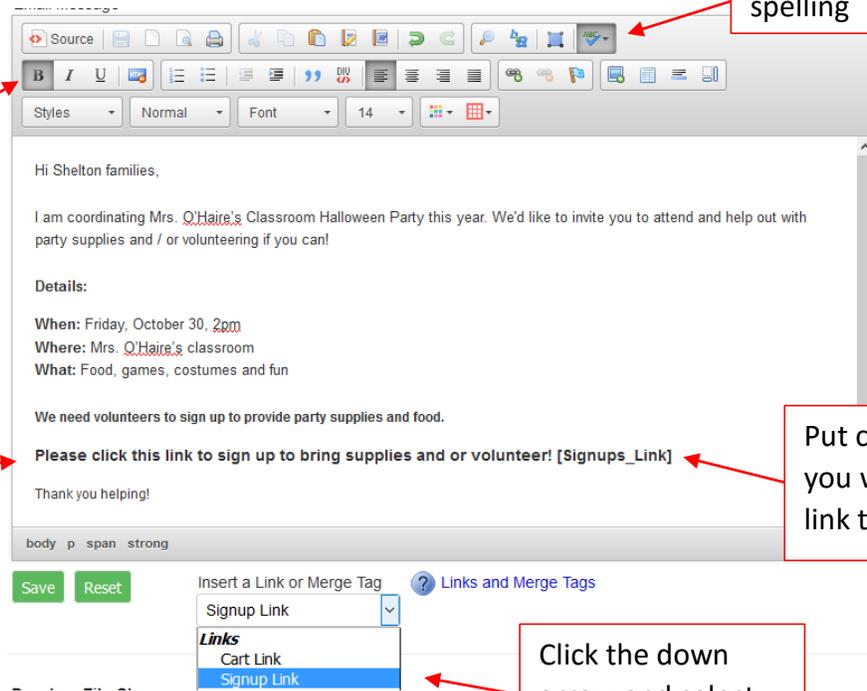


## How to Send Emails in My School Anywhere

### Create an Email

1. Click **Email** from the menu on the left side of the page.
2. Under **Email**, click **General**.
3. You'll see a list of previous emails. Above the list, click the green **+Add a New Email** button.
4. Fill in the fields at the top. You can send from your email address, so recipients can reply and you'll receive their emails. Leave "Shelton Elementary" in the **From Name** field because many parents won't recognize your name and may think it's spam.
5. Keep the subject short and put the main topic right at the beginning. For example, "Mrs. O'Haire's Halloween Party Announcement."
6. Type your email message in the message box. For best results, leave the font as Arial or Verdana, font size 12 (the buttons above the body box).
7. Keep your message brief - if you want readers to take action, make the call-to-action bold and on a separate line. See next page for details.



Click to check spelling

Highlight text and click to make bold

This is your "call-to-action," bold font and on a separate line

Put cursor where you want signup link to be

Click the down arrow and select **Signup Link**

8. See image on previous page for examples.

Highlight the text you want bold and click the **B** button.

Make sure the **ABC✓** is checked to check your spelling.

9. Click the green **Save** button at the bottom.

## If You Need to Send an Attachment:

1. If you need to send a document with your message, you won't be able to send it as an attachment. Many email systems block emails with attachments for security reasons. Instead, the system uses Dropbox, a free online storage site.

If you don't have a Dropbox account, you can use Shelton PTSA's.

2. Have your document read to upload - PDFs are preferred (if your doc is in Word, you can save your Word doc as a PDF in the Save As feature).
3. Click the green **Get from Dropbox** button below the field titled **Dropbox File Chooser** at the bottom of the page.

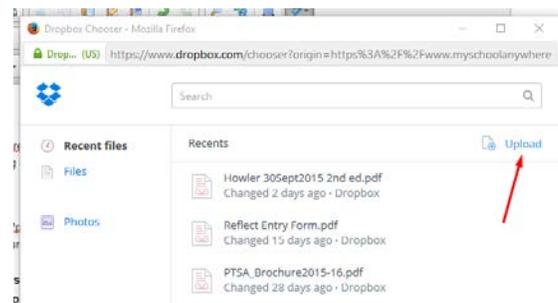
4. A box pops open. Click **Upload**. If it asks for a username and password, enter your Dropbox login info – or use PTSA:

Username: [SheltonPTSA@gmail.com](mailto:SheltonPTSA@gmail.com)

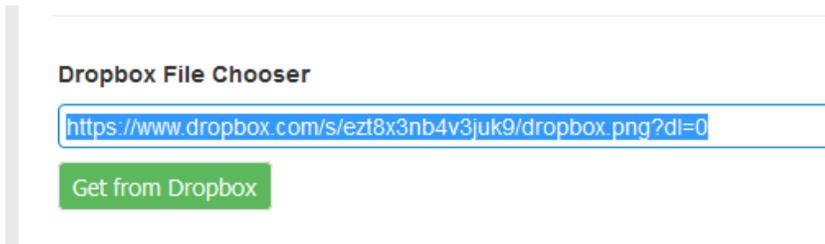
Password: Shelton

If it asks you to install Dropbox on your computer, you can say no – you don't need to install anything to upload a document.

5. Browse on your computer to find your document you want to upload, click on it and click the **Open** button.
6. Your document should show up in the lists once uploaded. Highlight it and click the blue **Choose** button.



7. The system returns you to the main email page. At the bottom, copy the link displayed in the **Dropbox File Chooser** field. (To copy, highlight the link, and then hit Ctrl C or Command C (Mac) - or right click and choose Copy.)
8. **IMPORTANT:** Paste the link into the body of the email – the system will not send the document unless you paste the link into the email body. (Ctrl V / Command V or right click to Paste.)



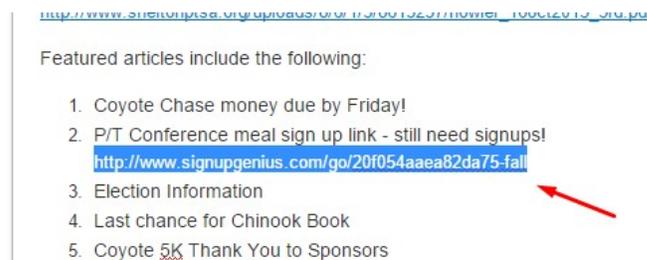
9. Click **Save** to save your email. Click << **Back** at the top of the page, above the Email Title field.
10. If you are sending an attachment link, recipients will be prompted to sign up for a Dropbox account – they do not need to, they can bypass the signup screen.

To make it more likely recipients will open your attachment, add this line to your email:

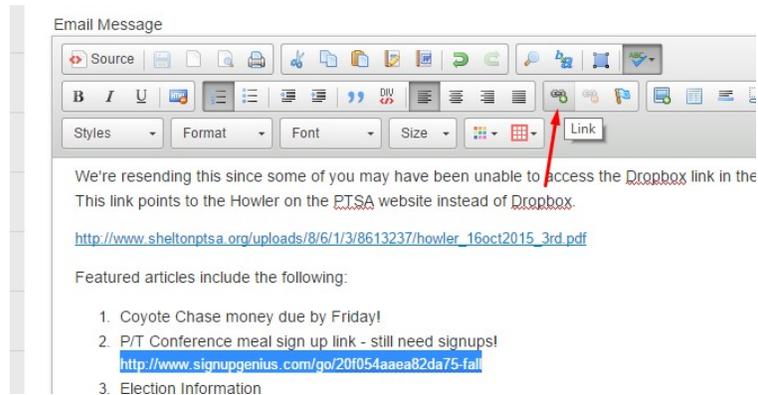
**IMPORTANT:** You will be prompted to signup for a Dropbox account to view the attachment. You don't need to create an account – just bypass the prompt screen.

## How to Create a Clickable Link in My School Anywhere (e.g., SignUpGenius)

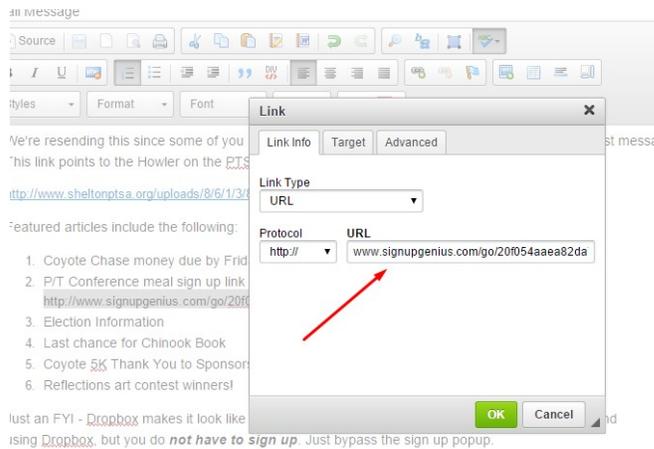
1. Create your email as you normally would in My School Anywhere.
2. Copy and paste the URL (link address) into the body of the email where you want the link to be:



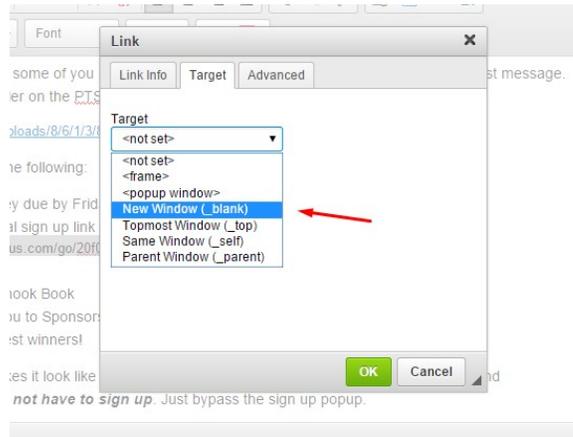
3. Click the link button above the email message body:



4. A Link popup window opens. Paste your link URL into the box as shown:



5. Click the **Target** tab and select **New Window (blank)** from the dropdown list and then click **OK**:



6. Your link should now show up underlined in blue in the message body, and is now a clickable link. It's always a good idea to send the message to yourself first to make sure the link works!

Featured articles include the following.

1. Coyote Chase money due by Friday!
2. P/T Conference meal sign up link - still need signups!  
<http://www.signupgenius.com/go/20f054a9ea82da75-fall>
3. Election Information
4. Last chance for Chinook Book
5. Coyote 5K Thank You to Sponsors
6. Reflections art contest winners!



## To Send Your Email

1. Find your email on the list and click the **Send To** button at the right.
2. Choose **Selected Parents** to send a test email to yourself first. Search for your name, and then check the box next to your name. Click the green **Email Checked Parents** button. The system will show you a confirmation message, click **OK**.
3. Click **<< Back** at the top to return the list of emails

4. Review the email in your Inbox and make sure it looks the way you want. Test any links to make sure they work.
5. Back inside MySchoolAnywhere, find your email again. If you need to edit it, click the **Actions** button at the right and choose **Edit**. If it's ready, click the **Send To** button at the right. Choose **Select a List**.
6. If you want to send to just a teacher's class, choose **By Class – excluding teacher**. If you want to send to the whole school, choose **By School – Parents only**. If you want to send to an entire grade, choose **By Grade**.
7. If by teacher, find your teacher in the list, click the teacher name to select it, and then click the **Primary Only** button, unless you want to send the email to all active parents in the system.

Click the green **Add to Email List** button. The system shows you a confirmation message with the number of emails it has added to your list. Click **OK**.

8. Click **2. Review List** from the top and review it make sure it's correct. Click **3. Send or Schedule**.
9. Click the green **Send Now** or to schedule it for a later time / day, click the green **Schedule Send** button. Once you click, the system will display a confirmation message listing the number of emails it sent.

By Class - excluding teacher >

Filter By Grade ▾

**Choose a Teacher and click Add to Email List:**

McAnarney	Sarah	1
McWilliams	Angela	1
Miller	Matthew	K
O'Haire	Cheryl	2
Perry	Nicole	4
Smith	Amy	3
Willis	Starla	3

All Parents   
  Primary Only