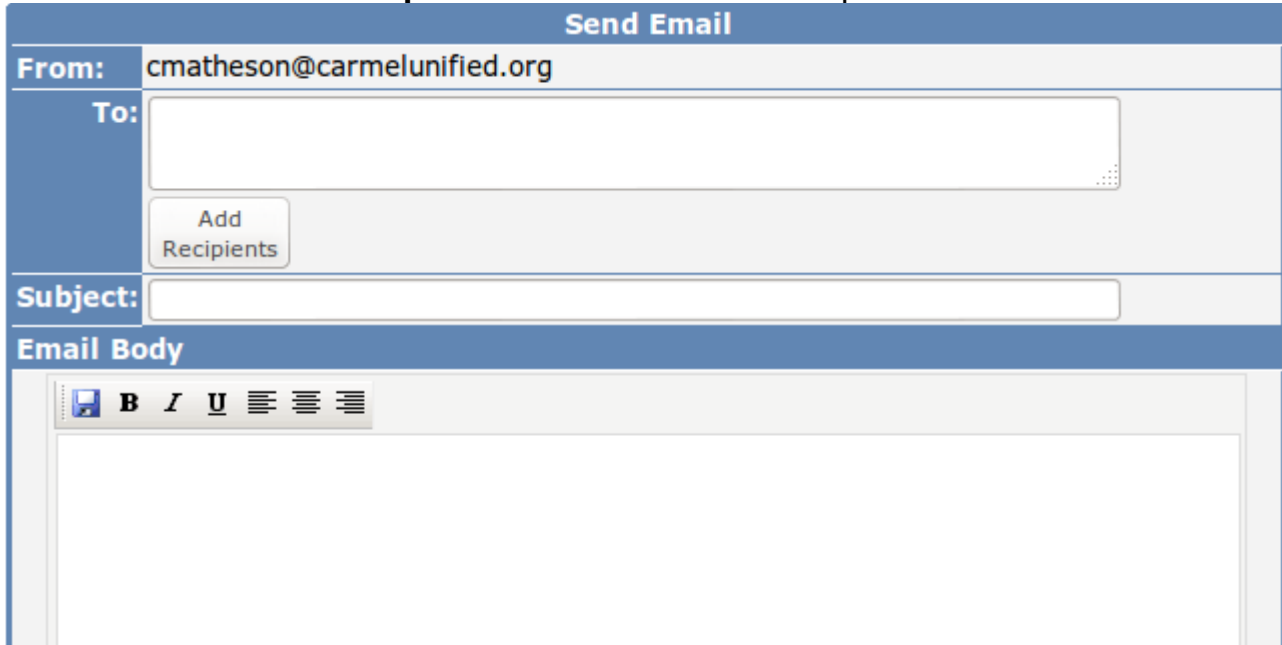


## EMAIL ALL PARENTS

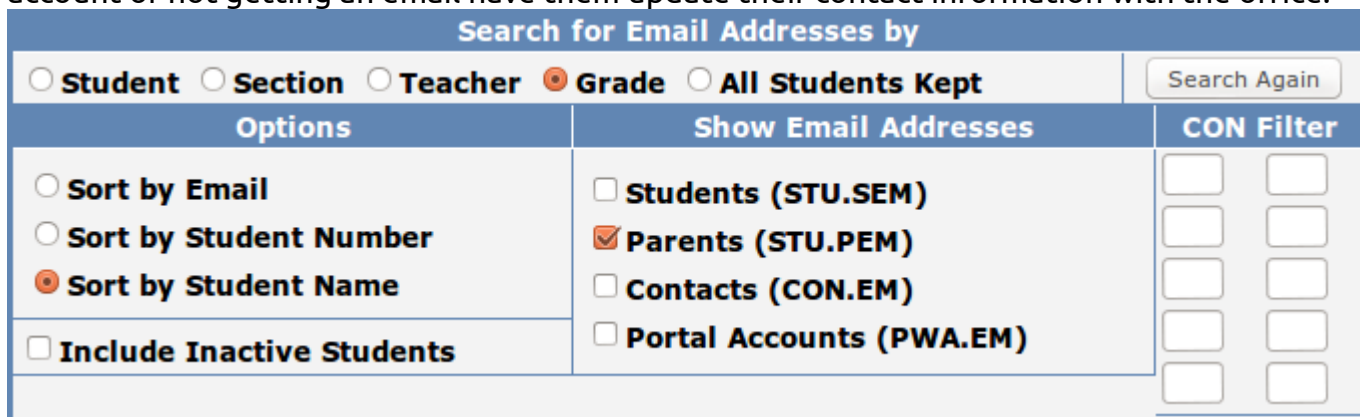
Email all students of a class is available under the option **Teacher Misc** in the left hand menu when you first log into Aeries.net  
Then you will see an option **Send Emails**

You can then click **Add Recipients** and choose a class or a period to email

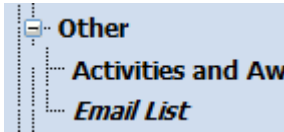


There are now 4 checkboxes to select who to send the email to. Students sends to the student email address in Aeries. If we do not have a student email address for a student you can collect them and send them to the office to add to Aeries.

**Parents** just sends to the primary contact. **Contacts** also adds a second parent email if there is one in the system. Some families may prefer you check Parents and Contacts and send both parents a separate email. If parents complain about getting email to the wrong account or not getting an email have them update their contact information with the office.



The other type of email is called **Email List** under the **Other** menu. With that feature, a teacher can select any of a student's contacts, including parents, guardians, other teachers, and counselor. It makes for a fast way to keep everyone in the loop about the student:



Email List						
StuNum	Last Name	First Name	Middle Name	Perm ID Num	Sex	Gr
5	Alvarez	Carmelita	Buena	2	M	8

	Name	Relation	Email Address
<input checked="" type="checkbox"/>	K...	Father	k...@hotmail.com
<input checked="" type="checkbox"/>	D...	Mother	d...@gmail.com
<input checked="" type="checkbox"/>	A...	The Student	c...@carmelhigh.org
<input checked="" type="checkbox"/>	Woodward	Teacher - Science 8 (Y)	swoodward@carmelunified.org
<input checked="" type="checkbox"/>	White	Teacher - PE 7/8 (Y)	lwhite@carmelunified.org
<input checked="" type="checkbox"/>	Kuenz	Teacher - Lang Arts 8 (Y)	jkuenz@carmelunified.org
<input checked="" type="checkbox"/>	Hunter	Teacher - Math 8 (Y)	dhunter@carmelunified.org
<input checked="" type="checkbox"/>	Fosler	Teacher - Art 7/8 (Y)	jfosler@carmelunified.org
<input checked="" type="checkbox"/>	Carr	Teacher - Soc Studies 8 (Y)	jcarr@carmelunified.org
<input checked="" type="checkbox"/>	Ford	Teacher - Study Skills 8 (Y)	jford@carmelunified.org
<input checked="" type="checkbox"/>	Greco	Counselor	sgreco@carmelunified.org