

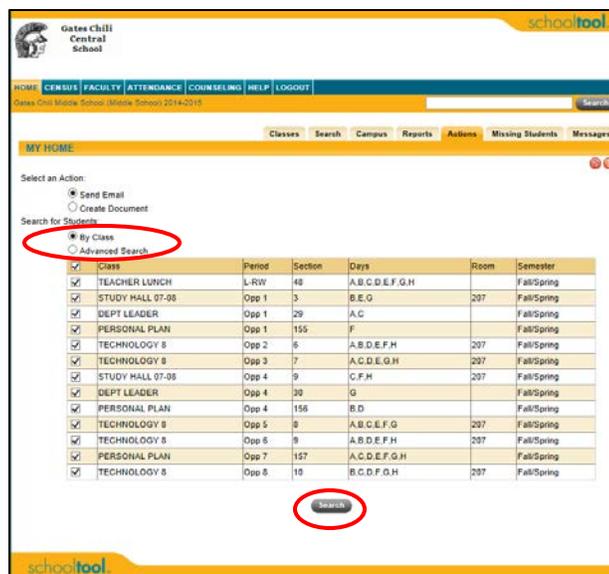
Sending Email from schooltool™

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

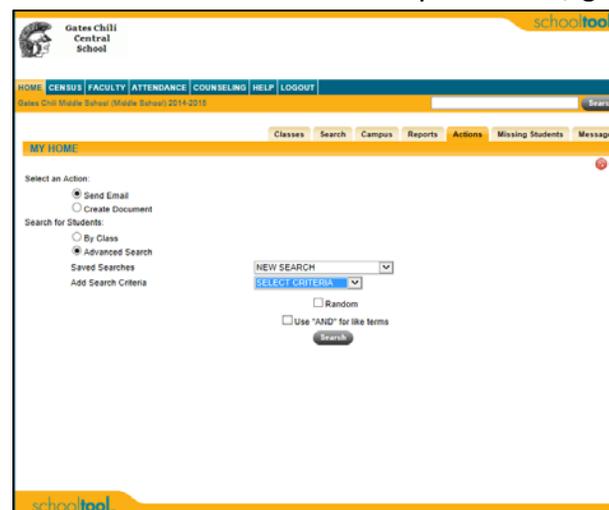


2. Searching for Students - select By Class or Advanced Search:

- a. By Class - Uncheck the Class box to deselect all classes and then select the class or classes you want to email



- 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

By Class
 Advanced Search

<input checked="" type="checkbox"/>	Class	Period	Section	Days	Room	Semester
<input type="checkbox"/>	TEACHER LUNCH	L-RW	48	A,B,C,D,E,F,G,H		Fall/Spring
<input type="checkbox"/>	STUDY HALL 07-05	Opp 1	3	B,E,G	207	Fall/Spring
<input type="checkbox"/>	DEPT LEADER	Opp 1	29	A,C		Fall/Spring
<input type="checkbox"/>	PERSONAL PLAN	Opp 1	155	F		Fall/Spring
<input checked="" type="checkbox"/>	TECHNOLOGY 8	Opp 2	6	A,B,D,E,F,H	207	Fall/Spring
<input type="checkbox"/>	TECHNOLOGY 8	Opp 3	7	A,C,D,E,G,H	207	Fall/Spring
<input type="checkbox"/>	STUDY HALL 07-08	Opp 4	9	C,F,H	207	Fall/Spring
<input type="checkbox"/>	DEPT LEADER	Opp 4	30	G		Fall/Spring
<input type="checkbox"/>	PERSONAL PLAN	Opp 4	156	B,D		Fall/Spring
<input type="checkbox"/>	TECHNOLOGY 8	Opp 5	8	A,B,C,E,F,G	207	Fall/Spring
<input type="checkbox"/>	TECHNOLOGY 8	Opp 6	9	A,B,D,E,F,H	207	Fall/Spring
<input type="checkbox"/>	PERSONAL PLAN	Opp 7	157	A,C,D,E,F,G,H		Fall/Spring
<input type="checkbox"/>	TECHNOLOGY 8	Opp 8	10	B,C,D,F,G,H	207	Fall/Spring

Search Continue

Found 25 students

<input checked="" type="checkbox"/>	Name	Student ID
<input checked="" type="checkbox"/>	Balasubramaniam, Evan J	5656
<input checked="" type="checkbox"/>	Banks, Johammsonn J	12644
<input checked="" type="checkbox"/>	Crapino, Shaelyn C	9608
<input checked="" type="checkbox"/>	Dhallwal, Hardeep S	9686
<input checked="" type="checkbox"/>	Edwards, Nazair Shemar Meeko	12336
<input checked="" type="checkbox"/>	Ferrante, Brooke Anna	8061
<input checked="" type="checkbox"/>	Finstein, Sara M	8091
<input checked="" type="checkbox"/>	Gould, Callin E	5720
<input checked="" type="checkbox"/>	Henchen, Zachary J	8141
<input checked="" type="checkbox"/>	Hewitt, Jenna L	9731
<input checked="" type="checkbox"/>	Jobes, Brandon K	7523
<input checked="" type="checkbox"/>	Meyer, Ashley M	8159
<input checked="" type="checkbox"/>	Montalbano, Gianna R	5457
<input checked="" type="checkbox"/>	Moore, Kaitlyn D	10848
<input checked="" type="checkbox"/>	Murphy, Alana A	5638
<input checked="" type="checkbox"/>	Myers III, Bruce Wardell	15351
<input checked="" type="checkbox"/>	Nazario-Bouey, Nadia Dajona	12354
<input checked="" type="checkbox"/>	Phothrath, Somvily Johnny	11687
<input checked="" type="checkbox"/>	Pierson, Jessica L	8618
<input checked="" type="checkbox"/>	Quan, Anna B	8528
<input checked="" type="checkbox"/>	Scott, E'Lisia M	13289
<input checked="" type="checkbox"/>	Shaman, Zarah M	14895
<input checked="" type="checkbox"/>	Tones, Miguel A	5904
<input checked="" type="checkbox"/>	Viola, Thomas J	9125
<input checked="" type="checkbox"/>	Williamson, Brendan M	9627

schooltool

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

SEND EMAIL

FROM: Troy Olin (Troy_Olin@gateschil.org)

TO: Troy Olin (Troy_Olin@gateschil.org)

BCC:

SUBJECT:

BODY:

IMPORTANCE: Normal

Attachments must be smaller than 10 MB.

Browser | Upload Attachment

SEND TO: Student Receives Mail Parent Portal Account Send Email

Student	Contact	Contact Email
Nazario-Bouey, Nadia	Nazario, Elisabeth	enazario20@gmail.com
Shaman, Zarah	Shaman, Mohamed	
Hewitt, Jenna	Hewitt, William	hewittw@yahoo.com
Hewitt, Jenna	Hewitt, Terry	thewitt@depaul.org
Balasubramaniam, Evan	Balasubramaniam, Raju	rcbrn1@yahoo.com
Balasubramaniam, Evan	Balasubramaniam, Teresa	terash1@yahoo.com
Ferrante, Brooke	Ferrante, Tonette	tferrante@csr.org
Ferrante, Brooke	Ferrante, Mark	mferran@rochester.rr.com
Phothrath, Somvily	Keovlayhong, Bounleng	bounleng09@gmail.com
Tones, Miguel	Tones, Katie	kivones@rochester.rr.com
Quan, Anna	Quan, Cuong	cuokimdao@yahoo.com
Quan, Anna	Quan, Tram	tramban72@gmail.com
Finstein, Sara	Finstein, Marc	mfmfry@gmail.com
Finstein, Sara	Finstein, Michele	michele.finstein@gmail.com
Moore, Kaitlyn	Moore, William	
Moore, Kaitlyn	Moore, Melanie	mmoore@american.aerogel.com
Gould, Callin	Gould, Scott	sgould@frontier.net
Gould, Callin	Gould, Susan	sgould@frontier.net
Viola, Thomas	Viola, Suzanne	sviola@rochester.rr.com
Viola, Thomas	Viola, Michael	
Banks, Johammsonn	Banks, Raymond	raymondbanks@yahoo.com
Banks, Johammsonn	Banks, Elisabeth	
Meyer, Ashley	Meyer, Michael	mymeyer191@live.com
Meyer, Ashley	Meyer, Crystal	comeyer@live.com
Montalbano, Gianna	Montalbano, Laura	lmontalbano@urnyhealth.org
Montalbano, Gianna	Montalbano, Frank	fmontalbano@rochester.rr.com