

## Sending a bulk email message in Skyward:

1. Log onto Skyward
2. Select "my classes"
3. Choose a class for which you'd like to send a message
4. Click "message center"
5. Click "apply filter"
6. Select "add message for multiple classes" or "add message for current class"
7. Complete the following fields:
  - a. Message summary (the subject line of the email)
  - b. Message detail (the body of the message)
  - c. Attachment (if you'd like to attach a file)
8. To have the message sent from your email and responses sent to your email:
  - a. Unclick boxes in the "posting options" section
  - b. In the "emailing options" section:
    - i. Click "send as email on" and add the appropriate date and time
    - ii. Click "only send email for students currently enrolled..."
    - iii. Click the boxes for who you'd like to receive the email: students, parents or both!
9. Choose the classes for which you'd like the message to be sent
10. Click save!

Once the email sends, expect to receive a handful of messages in your email inbox indicating that your message can not be sent... some parents have inputted email addresses into Skyward that are incorrect or malfunctioning.