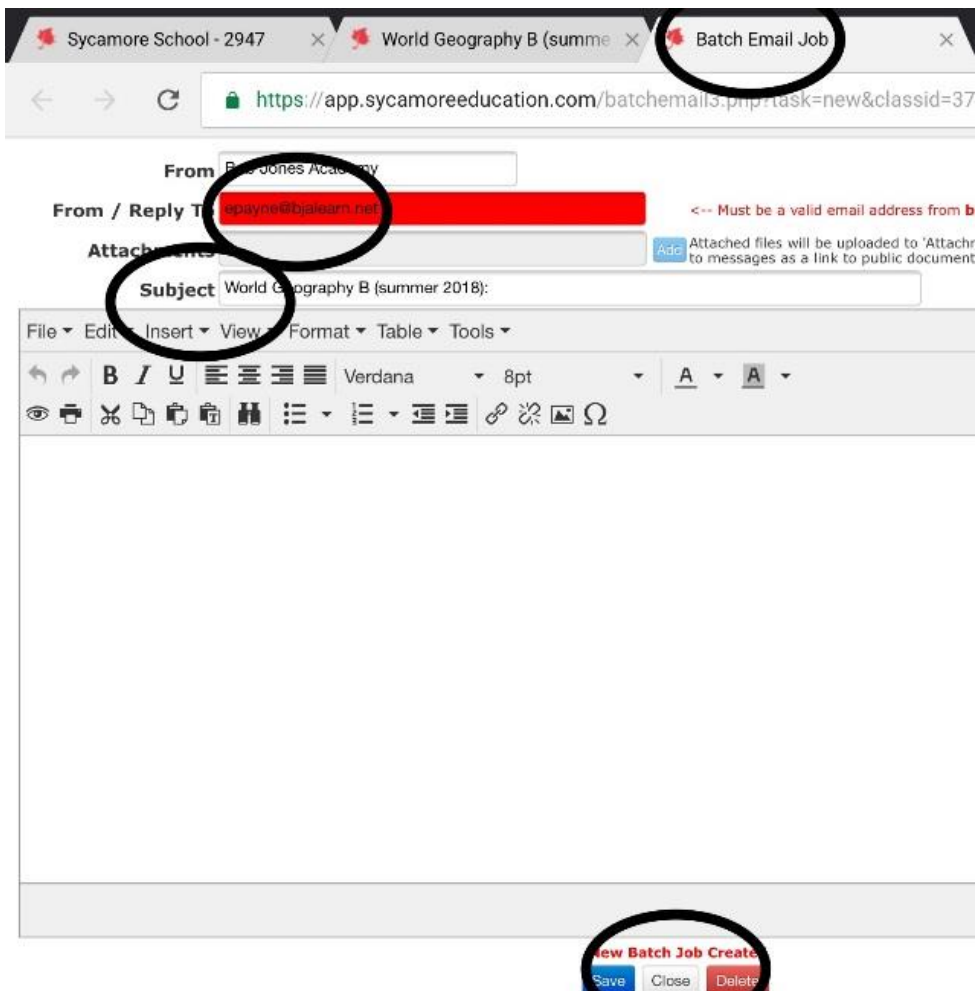
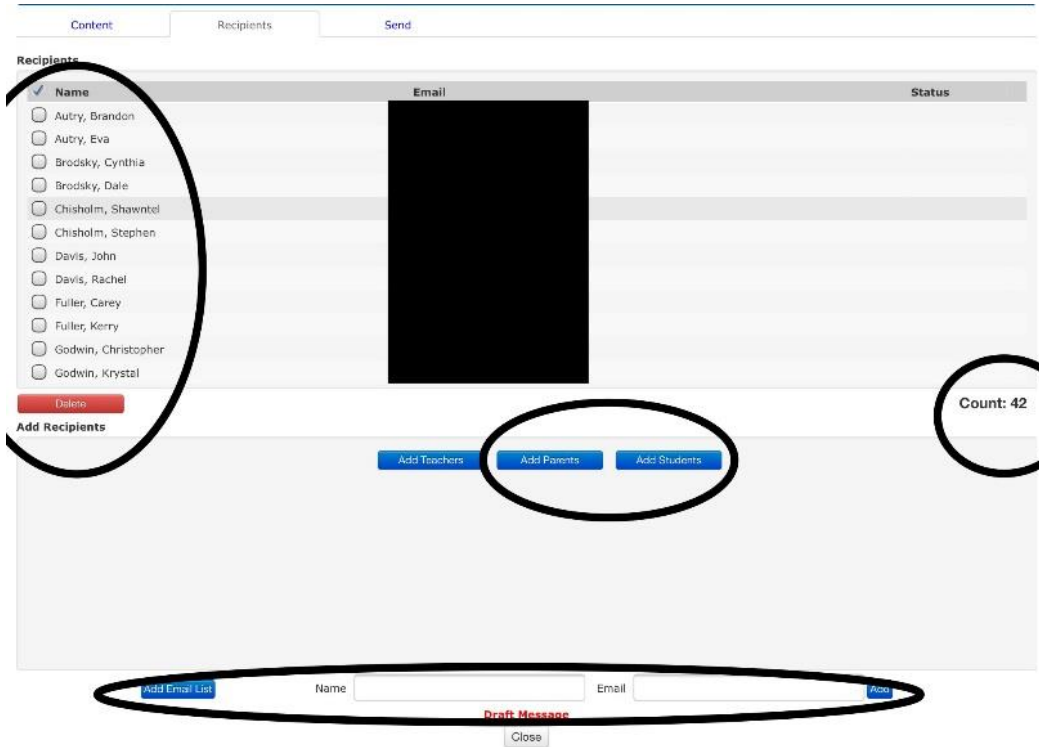

Sycamore: Email (for teachers)

1. Access batch email a number of ways.
 - a. From School Home My Communication | My Batch Email. From Class Home select Communication | Batch Email.
 - b. You can access student or parent emails through the student's profile (right side of Class Home) or other ways.
 - c. Illustrations below use Class Home | Communication | Batch Email.
2. Compose email.
 - a. Note that this is in a new pop-up window.
 - b. From: defaults to "Bob Jones Academy"—please change this to say your name.
 - c. From/Reply to: for teachers who use BJA Learn Google Classroom, you will need to change your email address to come from bobjonesacademy.net.
 - d. Subject: must include a subject line so that you can click save and move to the next step.



3. Select recipients

- a. Add all parents or all students with a click of a blue button: name and email (which is blacked out here) are added.
- b. After added, click a name and the red delete button to remove from the recipient list for this email.
- c. See count list (right side) to get a sense if this is the right number of people.
- d. At the bottom of the page see that you can add others if desired.



4. Send email

Click the send tab to choose to send now or to schedule another time to send the email. Click submit at the bottom of this screen to actually send.

