





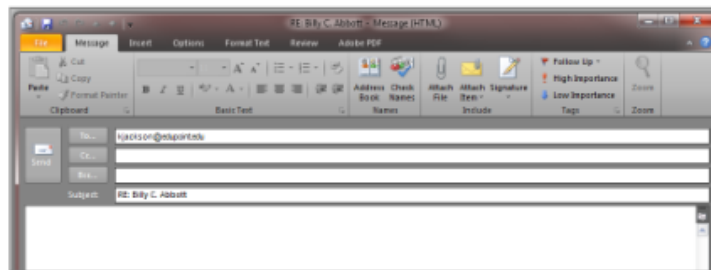
Sending Emails to Teachers

You can send email to teachers and staff by clicking the **Email** icon next to their name.

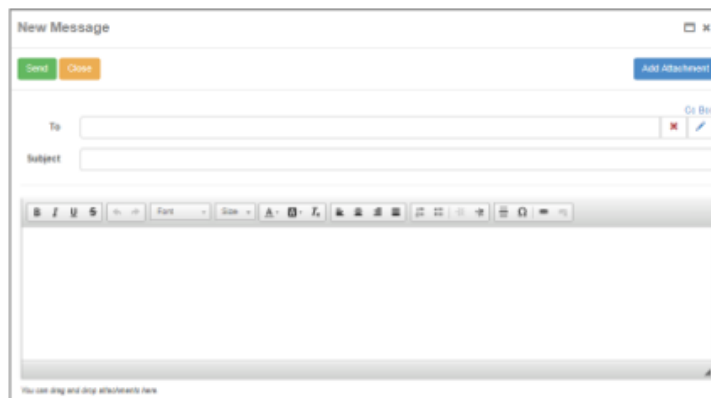
CLASS SCHEDULE			
Fall Spring			
Student Schedule for Spring (11/25/2017 - 07/06/2018)			
Period	Course Title	Room Name	Teacher
1	Prin Eng I	224	Kathy Jackson 
3	Am Govt	P-13	Jeffrey Davis 
5	Beg Drawing	401	Gwen Gunn 
7	Cc-Am. Lit	230	Kathy Nunes 

Class Schedule Screen

A message compose window opens in your designated email program, such as Microsoft Outlook or [Synergy Mail](#).



Microsoft Outlook Compose Window



Synergy Mail Window

Using Synergy Mail

Synergy Mail in ParentVUE



You have access to Synergy Mail when one of your children's schools uses Synergy Mail.

You cannot use **Reply All** when replying to emails.

1. Select **Synergy Mail** in the Navigation bar.
2. Click **Compose**.
3. Select who the messages is going **To**.
 - The recipient options associated with the focused child display. For example, Billy Abbott's parent sees **Billy's Teachers**, **Billy's Counselor** and **Billy's Groups** as tab options in the To screen.
 - Click **Add All** on the **Teachers** tab to send an email to all of your child's assigned teachers.
 - Parents only see contact distribution lists that they belong to.



The **Teachers** tab displays the teachers for the current grading period.

To

--Select from list below--

Billy's Teachers Billy's Counselor Billy's Groups Staff Contact Lists

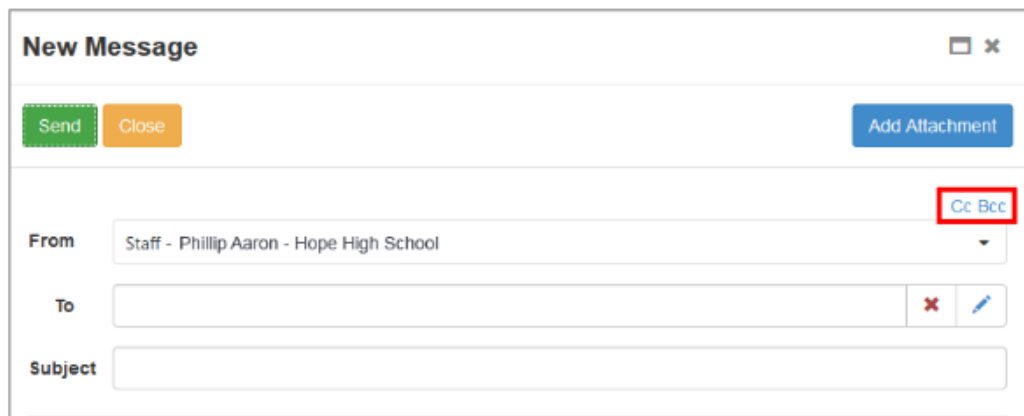
Add All Spring (11/25/2017 - 07/06/2018)

Period	Course	Teacher	Room
Q1	Q1	Q1	Q1
1	Prin Eng I	Kathy Jacton	224
3	Am Govt	Jeffrey Deist	P-13
4	Prin/Prac Econ	Sara Penning	131
5	Reg Drawing	Guern Gunn	401
7	Co-Am. Lit	Kathy Nunes	230

Cancel OK

ParentVUE To Screen

4. Select who to send a copy or blind copy to, if needed.
 - a. Click the **CC** and/or **BCC** to display the **CC** and **BCC** fields.



The screenshot shows a 'New Message' window with a title bar containing a maximize icon and a close icon. Below the title bar are three buttons: 'Send' (green), 'Close' (orange), and 'Add Attachment' (blue). The main content area contains a 'From' dropdown menu with the text 'Staff - Phillip Aaron - Hope High School'. To the right of the 'From' field is a red-bordered button labeled 'Cc Bcc'. Below the 'From' field are two empty text input fields for 'To' and 'Subject'. The 'To' field has a red 'x' icon and a blue pencil icon to its right.

New Message Screen

- b. Select either the **CC** or **BCC** field to find and select recipients.



The screenshot shows the same 'New Message' window. The 'From' dropdown menu now displays 'No Reply - District'. The 'To' field is empty. Below the 'To' field are two new text input fields, 'Cc' and 'Bcc', which are highlighted with a red border. Each of these fields has a red 'x' icon and a blue pencil icon to its right. The 'Subject' field remains empty.

New Message Screen

5. Enter the text of the message in the body section.