

How To: Email a Teacher

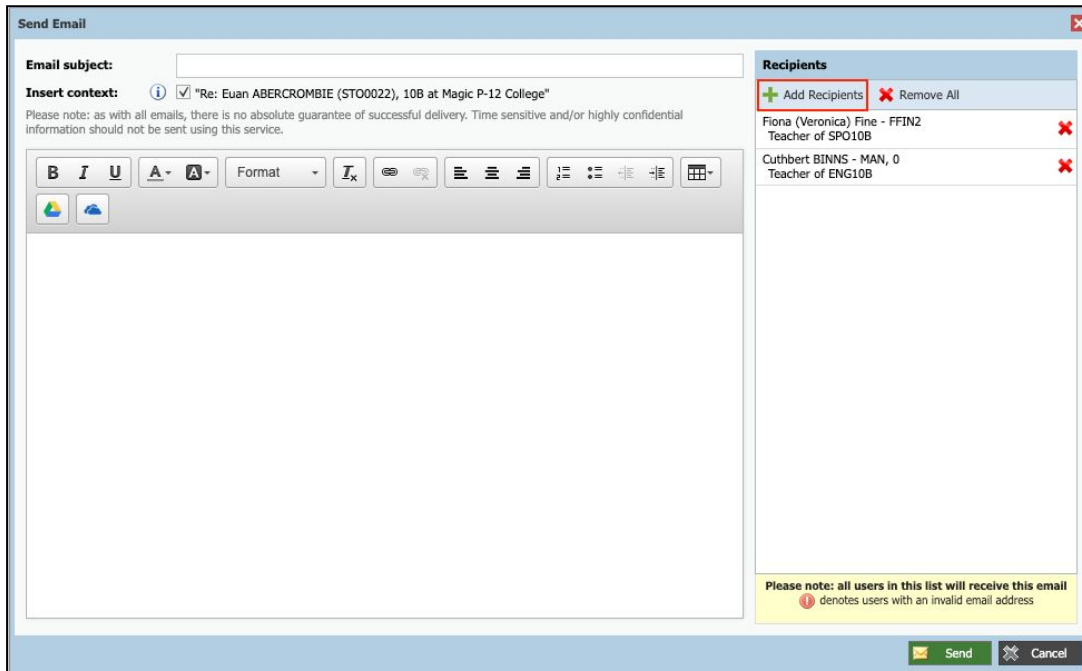
To email your child's teachers, click the option listed under the name on your dashboard.

The screenshot shows the 'Welcome to the Magic P-12 College Portal' page. The user is Mrs Sable BROOKS. The page features a 'My News' section with several announcements: 'Order your MSP school photos', 'Course Confirmation/School Payments', 'Parent Student Teacher Conference', 'Event Consent/Payment Required', and 'Attendance: Attendance Note Required'. Below the news, there are two student profiles: Stephen CORNFOOT and Euan ABERCROMBIE. Under Euan's profile, the option 'Send email to Euan's teachers' is highlighted with a red box.

This will open the email box with all your child's teachers pre-loaded as recipients. Remove any teachers that the email is not relevant to by clicking the red cross next to their name.

The screenshot shows the 'Send Email' dialog box. The 'Email subject' field is empty. The 'Insert context' section shows a checked box for '"Re: Euan ABERCROMBIE (STO0022), 10B at Magic P-12 College"'. Below this is a rich text editor with various formatting options. On the right, the 'Recipients' list contains four entries: Fiona (Veronica) Fine - FFIN2, Cuthbert BINNS - MAN, 0, Sarah Smith - SARAH, and Tommy Hill - STF. Each entry has a red 'X' icon next to it, indicating that all these teachers are selected as recipients. At the bottom, there are 'Send' and 'Cancel' buttons.

To add any additional staff, click 'Add Recipients'.



Add in your subject information and email content. Click 'Send' to issue to the listed recipients.

