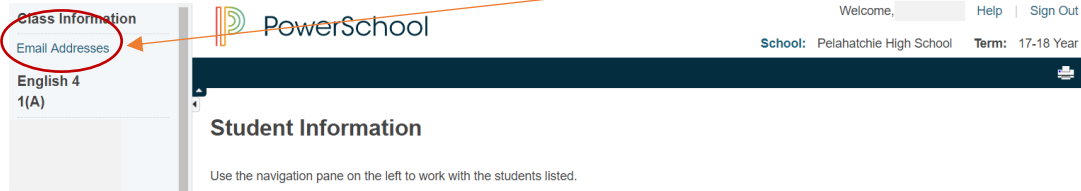


Emailing from PowerTeacher Portal:

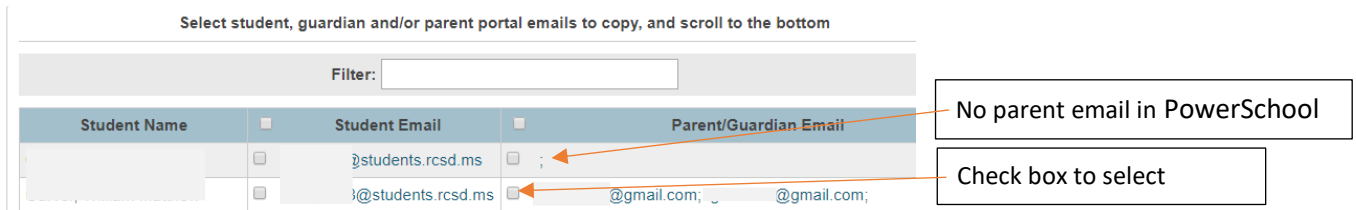
You can pull a list of parent emails from PowerTeacher by doing the following:

- Login to the PowerTeacher Portal (the part of PowerTeacher where you take attendance)

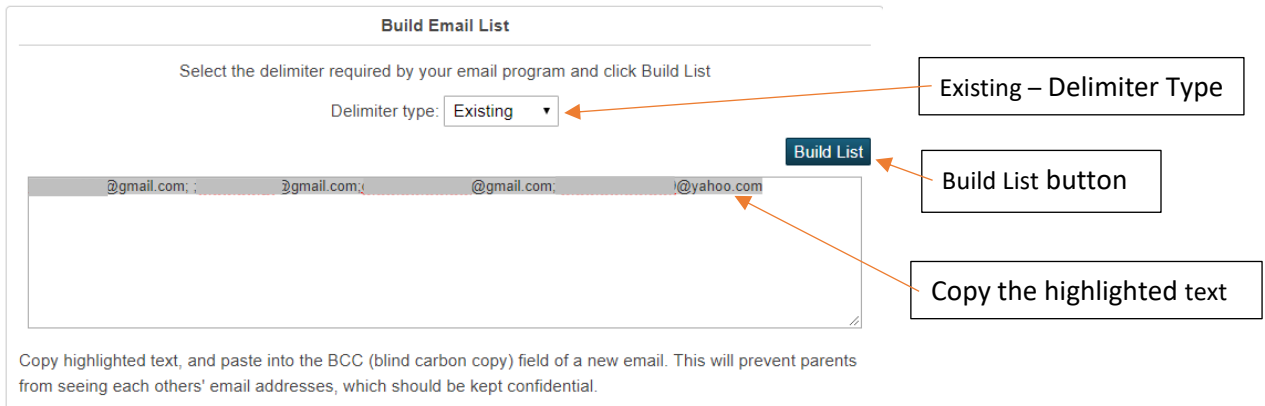
- Click the backpack icon next to the class you want to email
- On the left under Class Information click on Email Addresses



- You will see a list of student email addresses and parent email addresses.



- ****If you do not see an email address listed, there is no email in PowerSchool for that parent.**
- Select the email addresses you want to email to from the list by placing a checkmark next to each email address
- In the Build Email List section at the bottom, select Existing for the delimiter type
- Click the Build List button



- Copy the list of email addresses and paste them into your BCC field in your new email