


Emailing from PowerTeacher Pro Gradebook:

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

- Login to the PowerTeacher Pro Gradebook
- Click the Class icon in the Charms bar on the left 
- Select Email Class from the menu
- You will see a list of student email addresses and parent email addresses.

Select student, guardian and/or parent portal emails to copy, and scroll to the bottom

Filter:

Student Name	Student Email	Parent/Guardian Email
	@students.rcsd.ms	;
	@students.rcsd.ms	@gmail.com; @gmail.com;

No parent email in PowerSchool

Check box to select

- ****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

Build Email List

Select the delimiter required by your email program and click Build List

Delimiter type: Existing

Build List

@gmail.com; ; @gmail.com; @gmail.com; |@yahoo.com

Existing – Delimiter Type

Build List button

Copy the highlighted text

Copy highlighted text, and paste into the BCC (blind carbon copy) field of a new email. This will prevent parents from seeing each others' email addresses, which should be kept confidential.

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