How to Send a SchoolMessenger for the Health Department Email – General Message Without Names

These instructions are for the Health Departments letter notifying the school families that there has been a COVID-19 case(s) in the school. This IS NOT the letter for individual that will be quarantined. That letter needs to have individual names attached and the directions are labeled, "How to Send SchoolMessenger COVID-19 Email for Quarantined Students (with names)".

-Make sure you are in Firefox, not Chrome

-Choose your students from PowerSchool

-Click Message Sender (Under Functions on First Page)

## **New Broadcast**

1 Subject & Recipients	2 Message Content     3 Review & Send	
Specify a subject and select the desired message type for this	message.	
Subject 💟 🕫 New Message for		
Type 📝 ៧ General 🗸		
Select your message recipients. You can also include yourself.		
Recipients 💟 🔽 Add Message Recipients 🔹	Add Me 🖌	

This will be your screen. Subject will be COVID-19 Case or Cases depending on the letter. Use General for everything except extreme emergencies. I always Add Me so that I get a copy of what I am sending.

Now for the bottom of the screen: Pull down Contacts & Guardians:

Recipients 🔽	🔽 Add Message Recipients 🔹 😢 Add Me				
ctions	Recipient/List Name	Recipient Languages	Targets	Count	
X	PowerSchool Selection List	English 753	Contacts & Guardians -	753	
otal				753	

This will open this screen. You only want to send to Guardians this letter is considered general not emergency.

Recipient List	Targets for PowerSchool Selection List
	s (usually staff or students) and Guardians are included. You can refine those Targets below.
Target Recipients ✔	♠ Both ▼
Guardian Category Restriction	✓ - Restrict to these categories
	Emergency
	Primary Guardian
	Cancel Vodate
	Cancel Vpdate

Click on Update, you will get this, click continue

Recipients 🔽	\rm Add Message Recipients 🔹 🛃 Add Me			
ctions	Recipient/List Name	Recipient Languages	Targets	Count
X	A PowerSchool Selection List	English 753	Contacts & Guardians -	753
tal				753
				Continue

The Health Department Logo does not copy and paste. So, your email should look like this:

Subject       COVID-19 Case         Body       Stationery       Click In the toolbar below to add attachments. Please note: links to your attached files are now embedded in your email.         Image: Source       Image: Stationery       Click In the toolbar below to add attachments. Please note: links to your attached files are now embedded in your email.         Image: Source       Image: Stationery       Click Intert Image: Stationery         Image: Source       Image: Stationery       Click Image: Stationery         Image: Stationery       Stationery       Click Image: Stationery         Image: Stationery       Click Image: Stationery       Click Image: Stationery         Image: Stationery       Click Image: Stationery       Click Image: Stationery	D Phon	e	) Email	O SMS	C Posts	
eply To Email Coverence of the second secretary@bsd7.org Subject Coverence of the second secretary@bsd7.org Body Coverence of the second sec	From Name	Matt Kelley, Health Officer				
Subject       COVID-19 Case         Body       Stationery       Click I in the toolbar below to add attachments. Please note: links to your attached files are now embedded in your email.         Image: Source       Image: Stationery       Click I in the toolbar below to add attachments. Please note: links to your attached files are now embedded in your email.         Image: Stationery       Image: Click I in the toolbar below to add attachments. Please note: links to your attached files are now embedded in your email.         Image: Stationery       Image: Click I in the toolbar below to add attachments. Please note: links to your attached files are now embedded in your email.         Image: Stationery       Image: Click I in the toolbar below to add attachments. Please text from Phone         Image: Stationery       Image: Click I in the toolbar below to add attachments.         Image: Stationery       Image: Click I in the toolbar below to add attachments.         Image: Stationery       Image: Click I in the toolbar below to add attachments.         Image: Stationery       Image: Click I in the toolbar below to add attachment.         Image: Stationery       Image: Click I in the toolbar below to add attachment.         Image: Stationery       Image: Click I in the toolbar below to add attachment.         Image: Stationery       Image: Click I in the toolbar below to add attachment.         Image: Stationery       Image: Click I in the toolbar below to add attachment	From Email	school.secretary@bsd7.org	•			
Body I Stationery       © Click I in the toolbar below to add attachments. Please note: links to your attached files are now embedded in your email.         I I Source I I I I I I I I I I I I I I I I I I I	Reply To Email	school.secretary@bsd7.org				
B Source	Subject	COVID-19 Case				
B       I       U       5       A+       Q+       Tot       Size + 5+ Field Insert       Paste text from Phone       Image: Comparison of the phone         Date:       10/28/20       Image: Comparison of the phone       Imag	Body	Stationery Click @	in the toolbar below to add attac	chments. Please note: links to your attached files a	are now embedded in your email.	
Date:     10/28/20       To:     Gallatin High School Families       From:     Matt Kelley, Health Officer, Gallatin City-County Health Department       Subject:     COVID-19 Case   (Body of letter) Sincerely, Matt Kelley, MPH Health Officer	Source	* * # # # # # #	*			
Date:       10/28/20         To:       Gallatin High School Families         From:       Matt Kelley, Health Officer, Gallatin City-County Health Department         Subject:       COVID-19 Case         (Body of letter)       Sincerely,         Matt Kelley, MPH         Health Officer	B <u>IU</u> -S	A - A - Ix Styles - Normal	- Font - Size -	Field Insert @ Attach Paste text from Phone		
To:     Gallatin High School Families       From:     Matt Kelley, Health Officer, Gallatin City-County Health Department       Subject:     COVID-19 Case   (Body of letter: Sincerely, Matt Kelley, MPH Health Officer	Data	10/08/00				
From:     Matt Kelley, Health Officer, Gallatin City-County Health Department       Subject:     COVID-19 Case						
Subject: COVID-19 Case (Body of letter) Sincerely, Matt Kelley, MPH Health Officer	From:	-	City-County Health Departn	nent		
Sincerely, Matt Kelley, MPH Health Officer	Subject:					
Matt Kelley, MPH Health Officer	(Body of lette	er)				
Matt Kelley, MPH Health Officer Gallatin City-County Health Department	Sincerely,					
Gallatin City-County Health Department						
		County Health Department				

Make sure you add any links that the health department has included. If you would like it is fine to attach the original letter.

This page will appear, for Message Options in the lower left-hand corner, make sure that Email me report of this job upon completion is checked and Skip duplicate email/phone/SMS recipients is checked. If you are ready to send the message now just click Send Now and you are done. If not click Schedule to Send Later.

Subject & Recipi	ents				2 Message Content	3 Review & Send		
ら Congratulatior	s! This message is	ready for subm	mission.					
following is a brief s	ummary of this messag	ge.						
Subject:	Message for Pa	arents						
Broadcast Type:	General							
Broadcast Type: General Recipient Count: Message Content: Phone Email SMS Posts								
Message Content:	Phone	Email	SMS	Posts				
		×	2					
Message Options:	Email me report	t of this job upon	n its completi	on				
	Skip duplicate		S recipients					
	Save Message	Content						

If you want to schedule for a later time you will get this page. The time bars slide back and forth for you to set the time period you want your message to be delivered.

That's it, you did it!!!