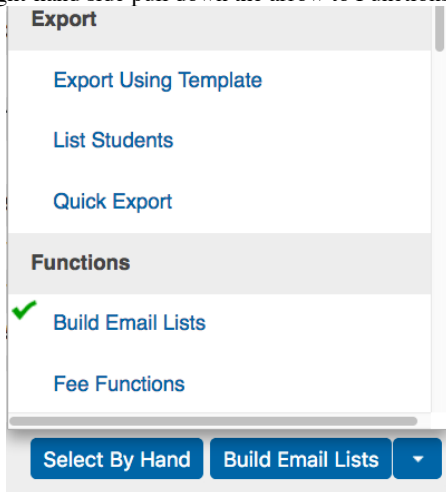


HOW TO BUILD EMAIL LIST IN POWERSCHOOL ADMIN

On the first page, choose students/families you want to send emails.
On the right-hand side pull down the arrow to Functions, Build Email List:



The next page will pop up with multiple selections of email:

Student Name	Student Email Addresses	Guardian Email Addresses	Parent Portal Email Addresses	Student Contact Addresses
	<input type="checkbox"/> Select/Deselect All	<input type="checkbox"/> Select/Deselect All	<input type="checkbox"/> Select/Deselect All	<input type="checkbox"/> Select/Deselect All

Click which one you prefer, then go to the bottom click the copy button and use the BCC field to Email.

Once you have selected the addresses, click the "Copy" button, 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