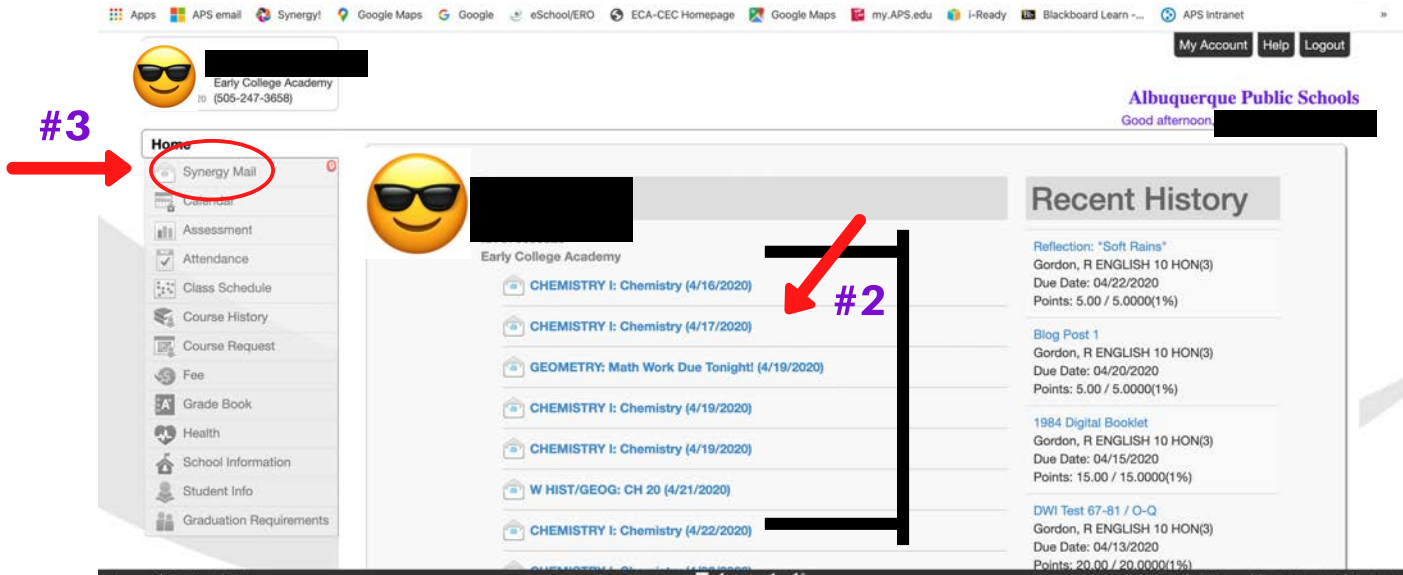
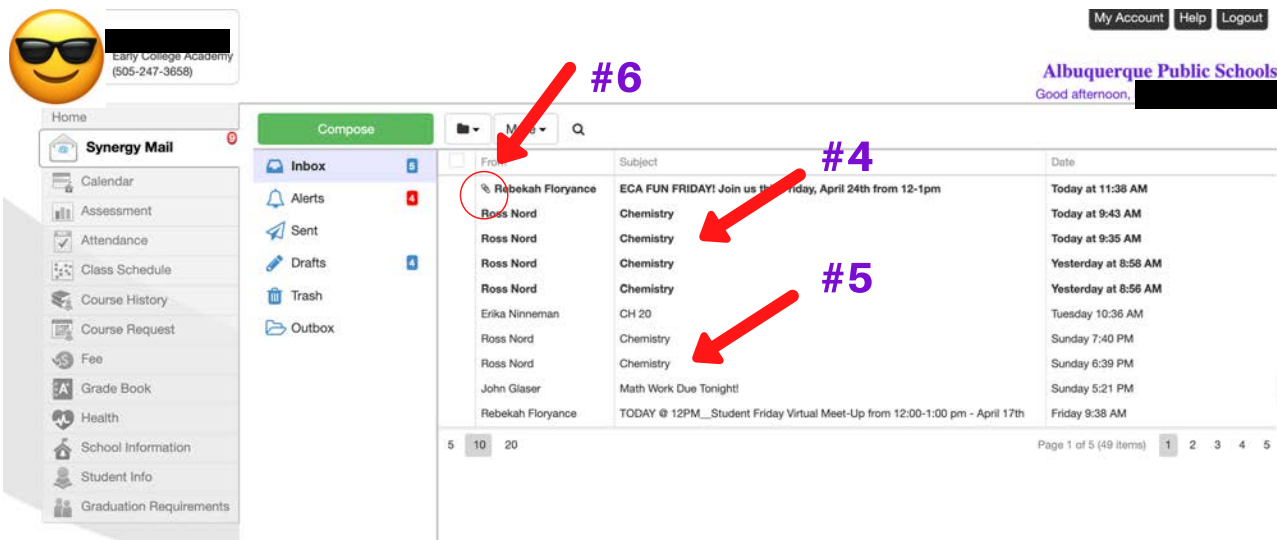


STUDENT VUE TUTORIAL - STEPS TO RECEIVE SYNERGY EMAIL

1. Login to your StudentVue account.
2. New messages will appear in the center section AND in the 'Synergy Mail' tab.
3. Select 'Synergy Mail'.



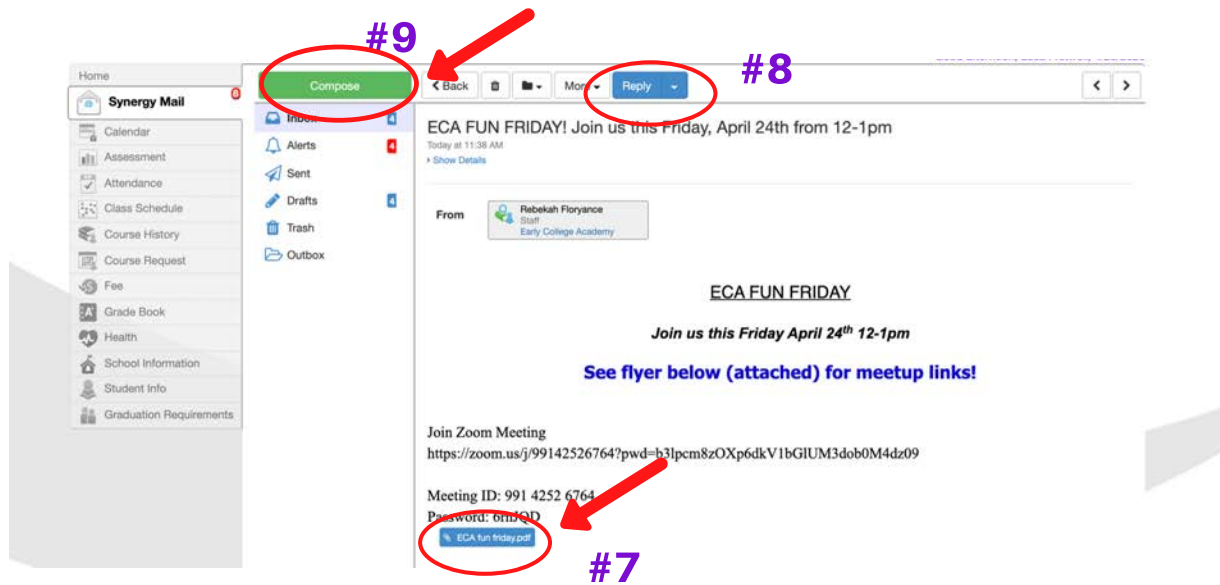
4. Unread messages will be bold.
5. Read messages will not.
6. If there is a paperclip next to the sender's name, there is an attachment in the email that needs opened.



7. When you open the email with an attachment, it will be at the bottom of the page.

8. You can reply to the sender by selecting the blue 'Reply'.

9. If you want to compose a new message, select the green 'Compose'.



10. When you are composing your email, you can search for the recipient by selecting the area in the 'to' section. A new window pops up.

11. You can select any one of the student's teachers, the counselor, etc. and their email address will go in the 'to' box. Select 'ok' at the bottom of the page.

12. To add an attachment, select the blue 'Add Attachment' box and select the file where it is saved.

13. Select 'Send'.

