

Using the Send Emails form

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Send Emails is a way to send Parents or Students emails through Aeries. The form can be used to send email addresses to many recipients at once. The system can send out individual emails to any parents, students, or manually entered email addresses.

The Send Emails form can be found under the **School Info** node in the navigation. A user must have **Insert** permission to the **Mass Email (EML)** security area in order to use the Send Emails form. Furthermore, the user must have **Delete** permission to the Mass Email (EML) security area in order to send emails directly using this form. Users without the Delete permission can only save the email as a Pending Email, where it can be reviewed and ultimately sent by an admin user or a user with the Delete permission.

Note: Teacher accounts do not need Delete permission to EML. Teachers will send emails directly and cannot use the Pending Emails feature. Also, for teachers, the Send Emails form is found under the **Teacher Misc** node in the navigation.

To send an email to individual recipients, type one or more email address in the “To:” text box, separated by commas.

You can also click the “**Add Recipients**” button to lookup email addresses in Aeries.

The screenshot shows the 'Send Emails' form interface. At the top, there is a header 'Send Email'. Below this, the form is divided into several sections:

- From:** A text box containing 'Your-email@email.com'.
- To:** A large text box for entering recipient email addresses, with an 'Add Recipients' button to its right.
- Subject:** A text box for entering the email subject.
- Email Body:** A rich text editor with a toolbar containing icons for bold (B), italic (I), underline (U), text color (abc), bulleted list, numbered list, indent, outdent, link, unlink, image, subscript (x₂), superscript (x²), and table. Below the toolbar are dropdown menus for 'Format', '(inherited font)', and '(inherited size)'. At the bottom of the toolbar are buttons for font color (A), background color (water drop icon), and source code (</>).

At the bottom of the form, there are three buttons: 'Send Email', 'View Pending Emails', and 'Options'.

If you have selected the “**Add Recipients**” Button, You have several options to search for email addresses.

Search for Email Addresses by

Student Section Teacher Grade All Students Kept

Search Again

Options

Show Email Addresses

Sort by Email
 Sort by Student Number
 Sort by Student Name
 Include Inactive Students

Students
 Parents
"Students" includes records from STU.SEM and Student Portal Accounts
"Parents" includes STU.PEM, Contacts with AP='Y' and Parent Portal Accounts

Add Selected

Add All

Remove Selected

Remove All

OK

Cancel

If you select **Student** in the “Search for Email Addresses by” you will get the following popup. You can enter a Student Name, SN or ID and then select GO.

Search Email Address by Student

Enter a Student Name, SN or ID:

The **Section** selection will allow you to search by course sections:

Search by Sections

Search Email In:

- All Sections
- Sections in Subject Area
- Sections in Department
- Sections in Course
- Sections

The **Teacher** Selection will allow you to search students taught by a certain teacher and shows the list of teachers in the Teacher table:

Search Email Address by Teacher

TCH#	Teacher Name
4	Counselor
1	Teacher A
3	Teacher B
5	Teacher C
6	Teacher D
7	Teacher E
2	Test
0	Unassigned

GO

Cancel

Search by **Grade** will allow you to enter a grade level to search by.

Search Email Address by Grade

Enter a Grade:

GO

Cancel

You can KEEP or SKIP students through Query and then **All Kept Students** will show you the students that you have filtered.

Note: For teacher accounts, the search options are different. Teachers can search by **Student, Period, Class,** or **My Students** (a list of all students the teacher has). All searches are limited to that teacher's classes. Also, the All Kept Students option is not currently available to teacher type accounts, since keep/skip queries are not available for those users.

You can filter the email addresses further by selecting just the parents or the students or to include inactive students.

Checking Students will include email addresses from the Student Email Address (STU.SEM), as well as any Student Portal Accounts (PWA.EM). Checking Parents will include the Parent Email Address (STU.PEM), any Contact email address (CON.EM) where Allow Access to Portal (CON.AP) is set to Yes, as well as any Parent Portal Accounts (PWA.EM).

Search for Email Addresses by

Student
 Section
 Teacher
 Grade
 All Students Kept

Search Again

Options

Show Email Addresses

Sort by Email
 Sort by Student Number
 Sort by Student Name
 Include Inactive Students

Students
 Parents
"Students" includes records from STU.SEM and Student Portal Accounts
 "Parents" includes STU.PEM, Contacts with AP='Y' and Parent Portal Accounts

Email Address	Email Owner	Student Name	Student #
parent@email.com	Parent	Allen Abbot	12
Student@email.com	Student	Allen Abbot	12
Someone@email.com	Someone	Alice Abbot	27
Anyone@email.com	Anyone	Jane Jones	6
email@email.com	Email Owner	John Smith	28

Add Selected

Add All

Remove Selected

Remove All

OK

Cancel

Select the email addresses you wish to send an email to and then click **Add Selected**. Alternatively, click **Add All** to add all email addresses from the current search results. You can remove any selected email in the list or Remove All and start over.

Once you have carefully chosen the email addresses, click the OK button.

Search for Email Addresses by

Student Section Teacher Grade All Students Kept Search Again

OptionsShow Email Addresses

Sort by Email Students
 Sort by Student Number Parents
 Sort by Student Name
 Include Inactive Students

"Students" includes records from STU.SEM and Student Portal Accounts
"Parents" includes STU.PEM, Contacts with AP='Y' and Parent Portal Accounts

Email Address	Email Owner	Student Name	Student #
parent@email.com	Parent	Allen Abbot	12
Student@email.com	Student	Allen Abbot	12
Someone@email.com	Someone	Alice Abbot	27
Anyone@email.com	Anyone	Jane Jones	6
email@email.com	Email Owner	John Smith	28

Add Selected Add All Remove Selected Remove All

Email Address	Email Owner	Student Name	Student #
parent@email.com	Parent	Allen Abbot	12
Student@email.com	Student	Allen Abbot	12
Someone@email.com	Someone	Alice Abbot	27
Anyone@email.com	Anyone	Jane Jones	6
email@email.com	Email Owner	John Smith	28

OK Cancel

You can continue to add or remove recipients using additional search criteria until the list of recipients is complete.

Once you have chosen the recipients, add a subject line and the body of the email. You may create the body of the email in another program and paste the information in if desired, or you may use the rich text editing options available in Aeries.

Send Emails











Send Email

From: Your-email@email.com



To: parent@email.com, Student@email.com, Someone@email.com, Anyone@email.com, email@email.com, anyone@yahoo.com Add Recipients

Subject:

Email Body:

B *I* U abc       

Paragra... ▼(inherited font) ▼(inherited size) ▼

A ▼ ▼

Body of Email

Send EmailView Pending EmailsOptions

Once you are satisfied with the email click the **Send Email** button. You will then get a message asking if you are sure you want to send this email.

Are you sure you want to send this email?

OKCancel

Once the email has been sent to all recipients, you will get an email stating that the process is complete.

Note: For the sake of privacy, the Send Emails process will send an individually addressed email message to each recipient, rather than a single email utilizing CC or BCC.