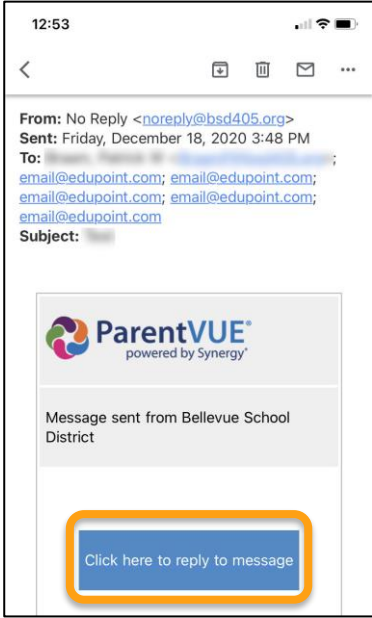

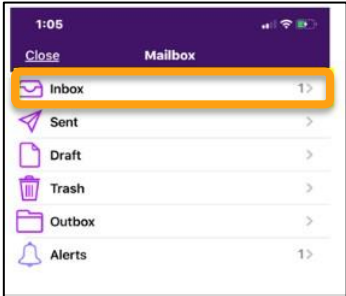
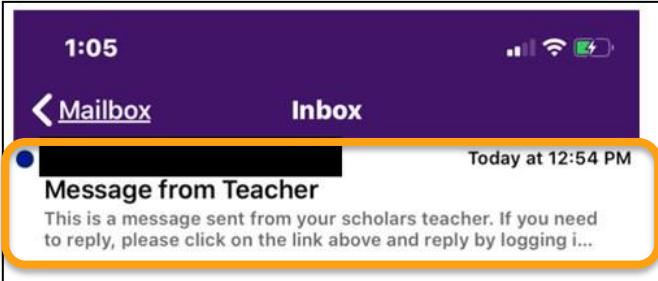



Synergy mail is a teachers' primary means of communicating with families. When a teacher sends a message through TeacherVUE, the parent/guardian and student receive a message in their ParentVUE/StudentVUE account and a notification in their email.

The email includes the teacher's message along with a button you can click to open the App on your mobile device. You will see a prompt for a secure login to ParentVUE/StudentVUE to reply to the message, if necessary.

<p>1. Select the blue button in the e-mail notification.</p>	
<p>2. Select Synergy Mail after logging in.</p>	
<p>3. Select Inbox.</p>	

<p>4. Select the message that needs a response.</p>	
<p>5. Click the Reply icon (arrow icon) at the bottom of the screen.</p>	
<p>6. Compose a response and send the message.</p>	