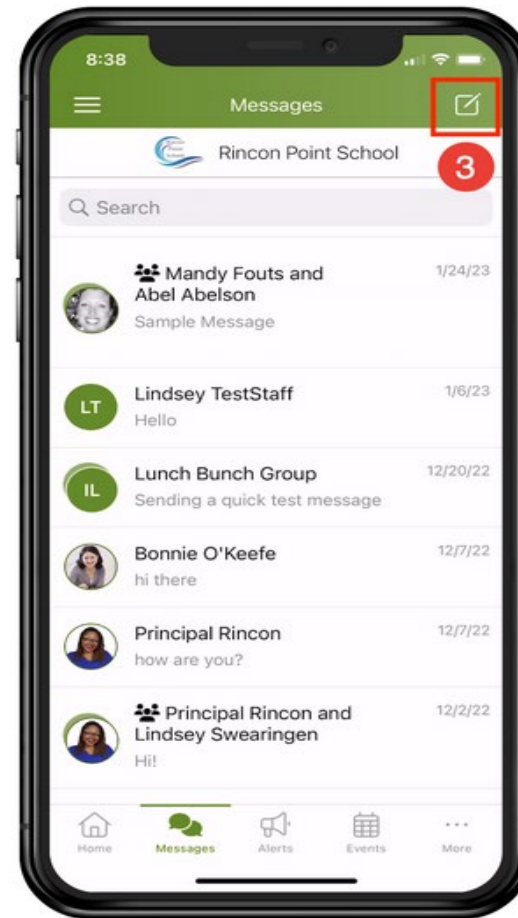
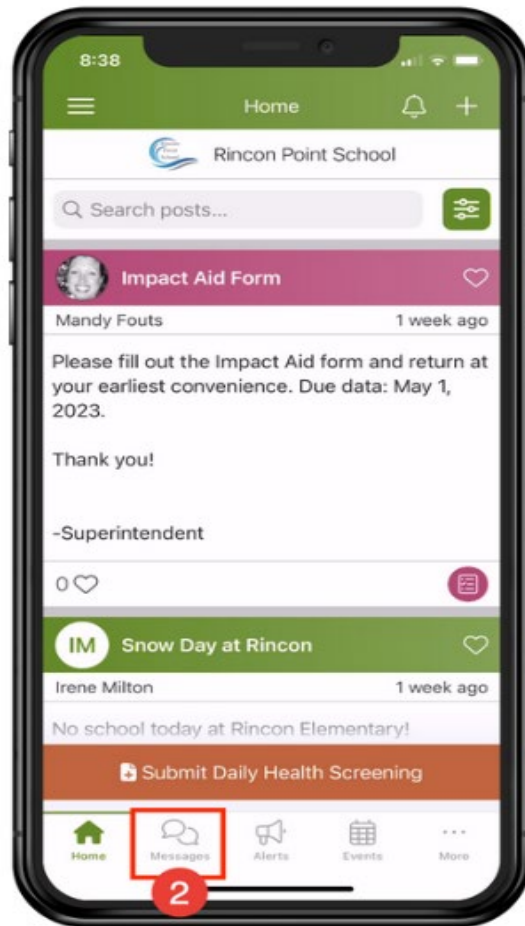


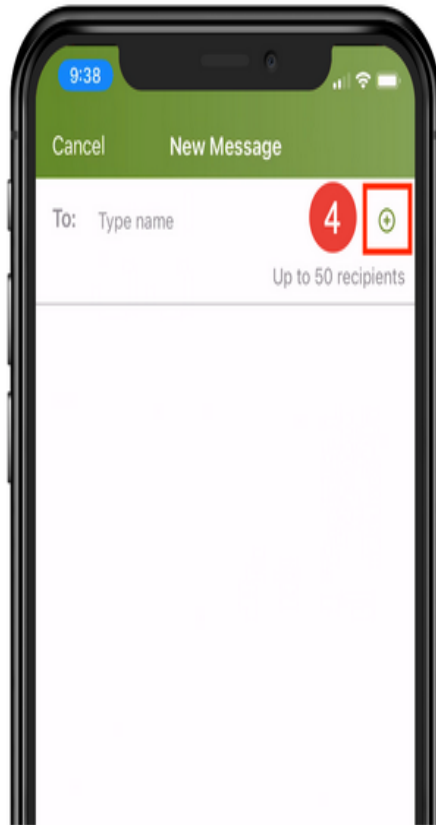
## Send a Message Using the Mobile App

1. Check school name at top and if you need to switch schools, tap **menu icon** (three bars) at top left, select **Schools**, then specific **school**.
2. Tap **Messages** at the bottom.
3. Tap the **new message icon** at top.

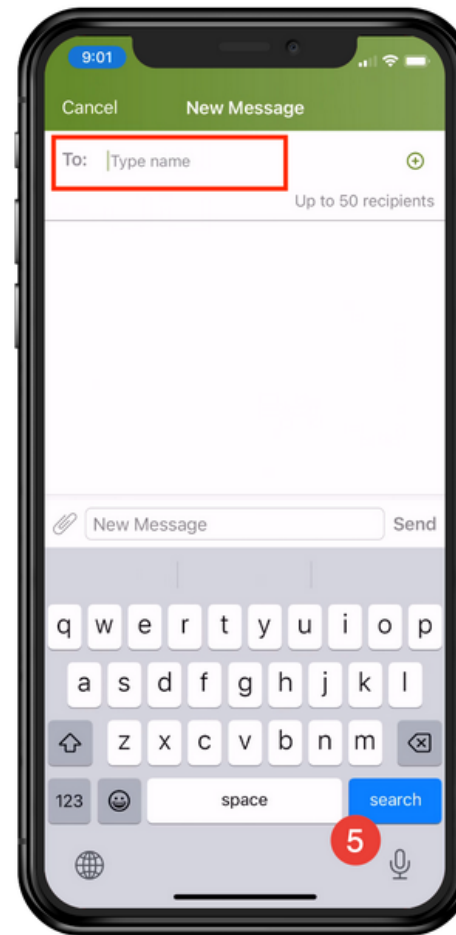


## Send a Message Using the Mobile App

4. To use the **Quick Select** list, tap the "+" to the right of "To" and select from the list. Tap **Done**. If you don't see your recipient(s) in the list, click Cancel and continue to the next step.



5. Or, add recipients in the "To" field. Enter the **first 3 or more letters** of the recipient's name (or their child's name) and tap **Search**. Select the intended recipient. Add additional recipients as needed.



## Send a Message Using the Mobile App

6. Select **Conversation Type** if two or more recipients are selected.

- **Private Message** - One-to-one (similar to Bcc on an email) conversation. Each recipient will only see their name and sender's name. A separate conversation will be created for each participant, and will only include messages between sender and receiver.
- **Group Message** - One conversation for all participants. All recipients will see who received the message (similar to cc on an email) and all recipients will be notified every time someone replies (similar to Reply All on an email).

7. Type your message in the **New Message** field.

8. Tap the **paper clip** to attach photos or files.

9. Tap **Send**. Message will be sent immediately.

