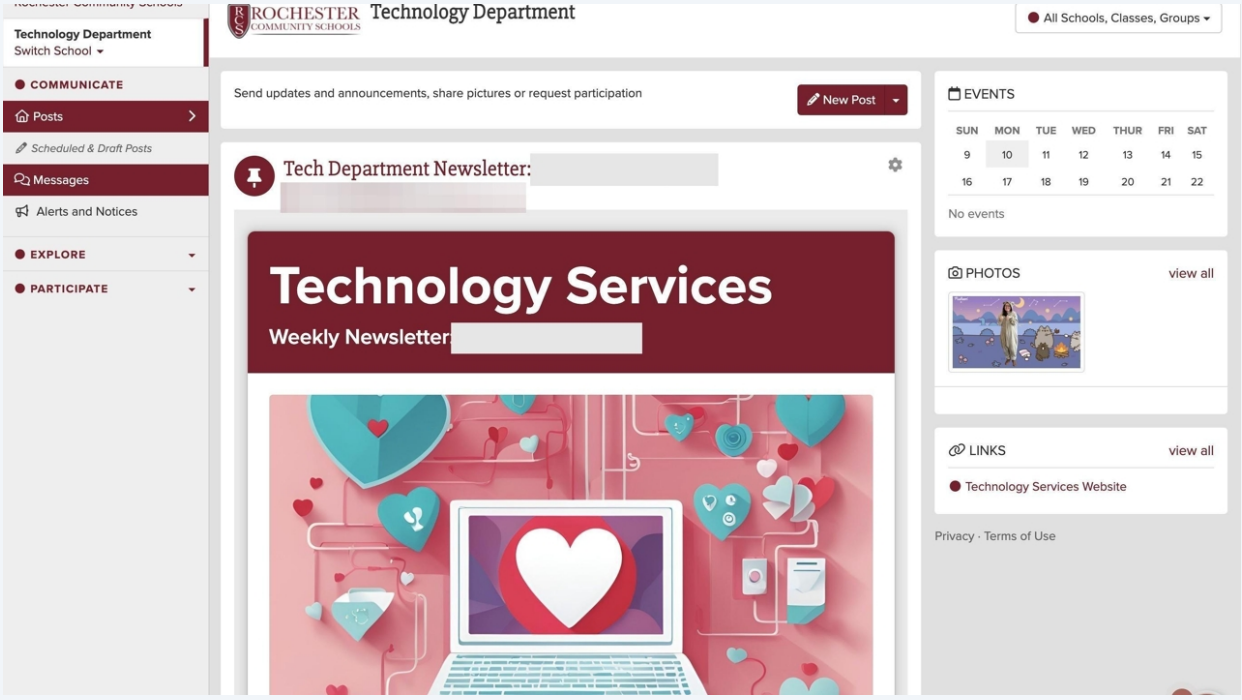
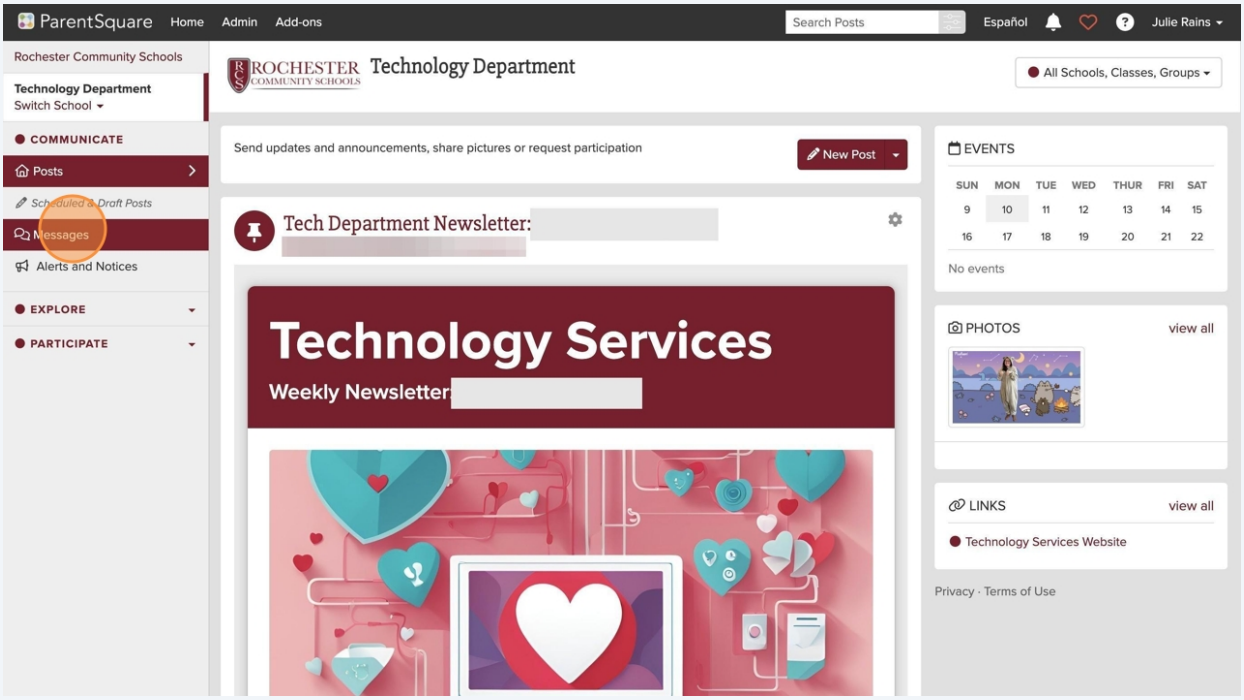
How To Send A Group Message On ParentSquare

This guide provides a step-by-step approach to efficiently sending group messages on ParentSquare, making communication easier for parents, students, and staff.

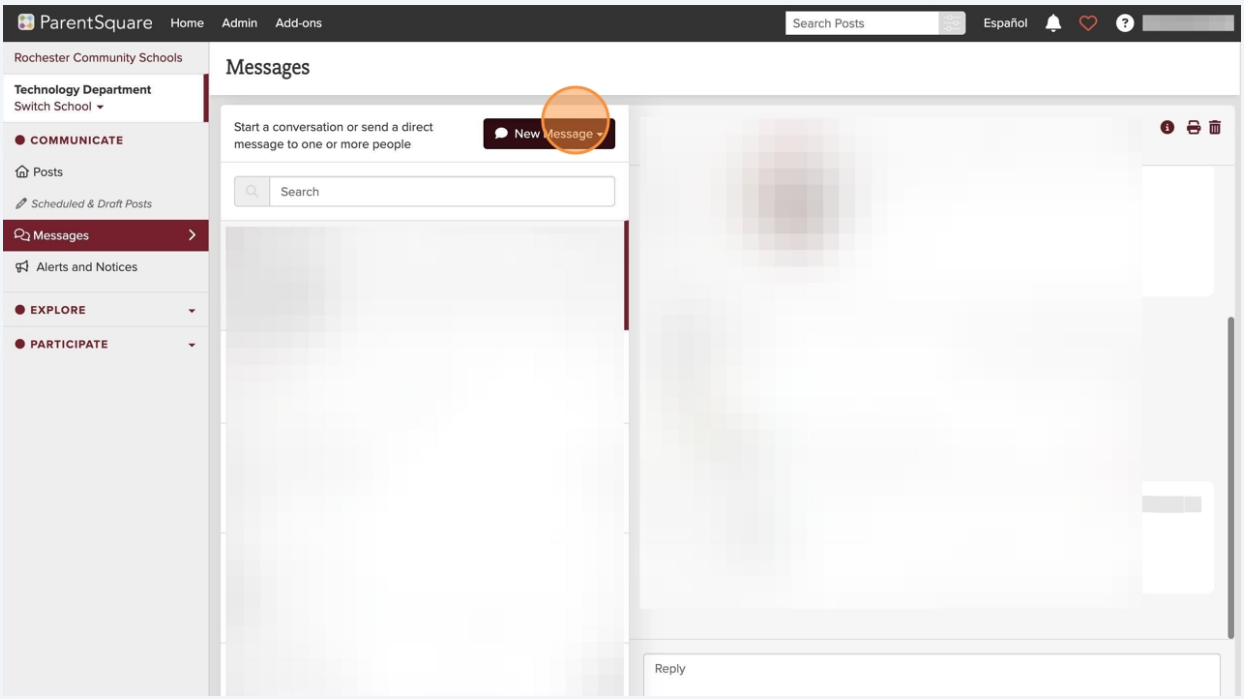
1 Navigate to https://www.parentsquare.com



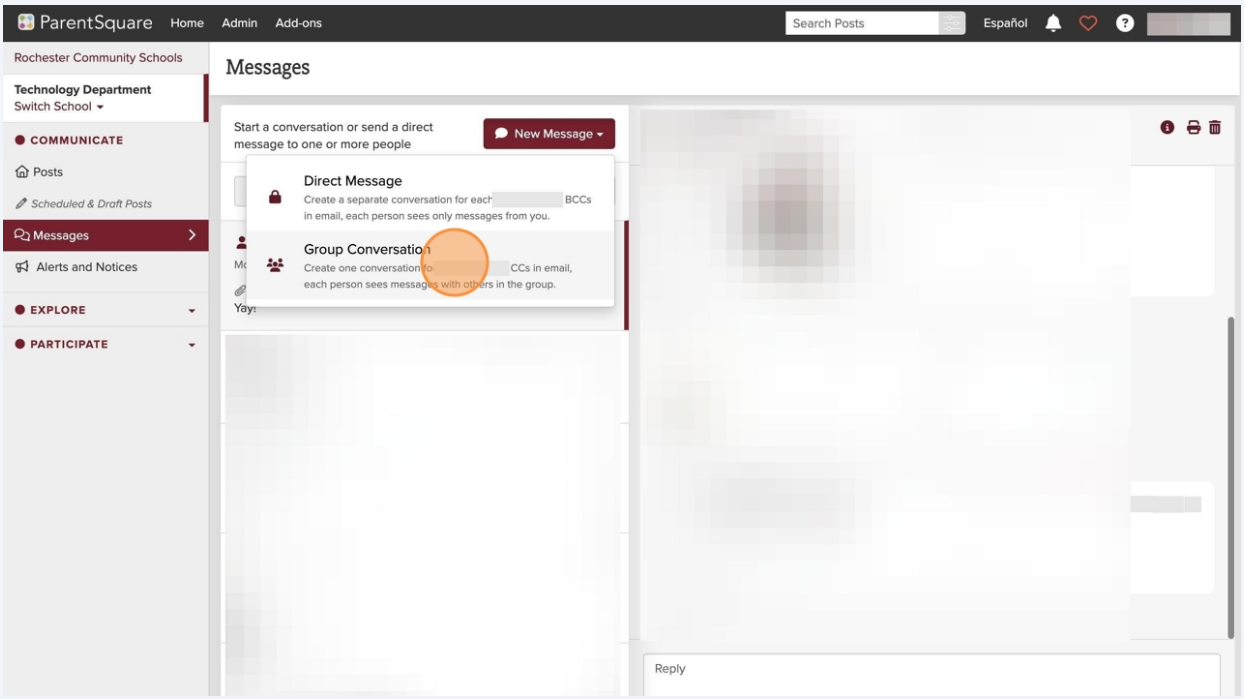
2 Click "Messages"



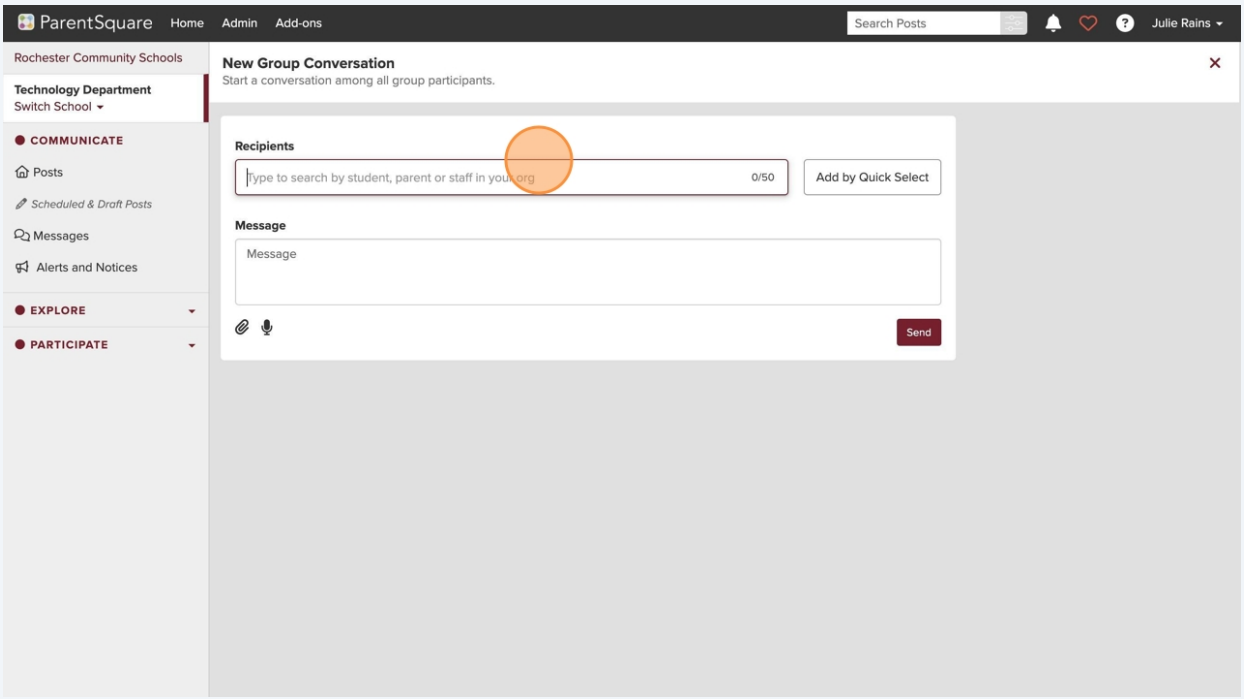
3 Click "New Message"



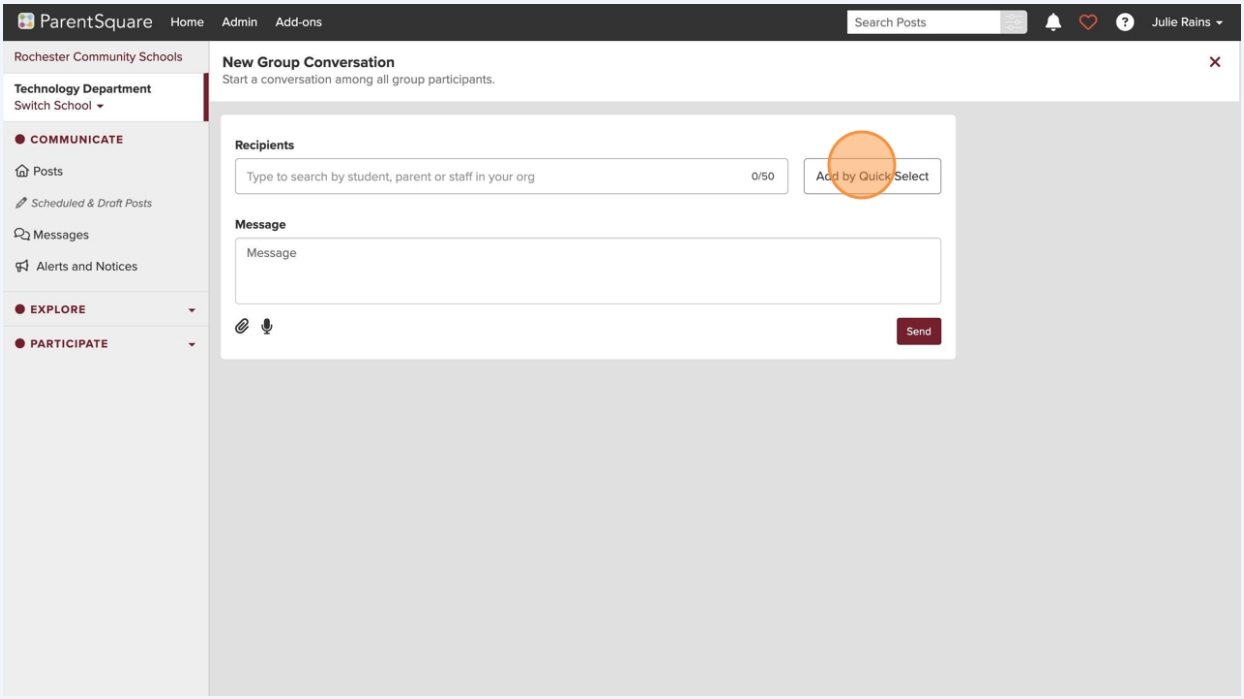
4 Click "Group Conversation" to create one conversation for everyone. Like CCs in email, each person sees messages with others in the group and can reply so everyone can see their response.



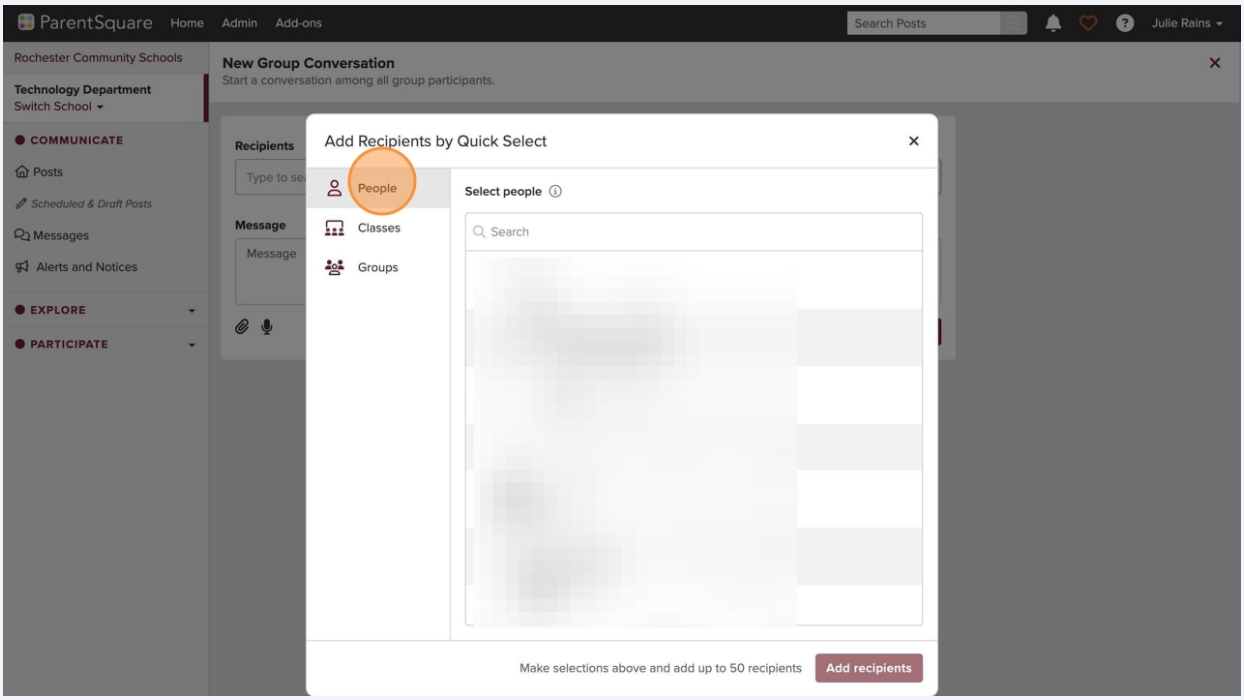
5 Enter your preferred recipients.



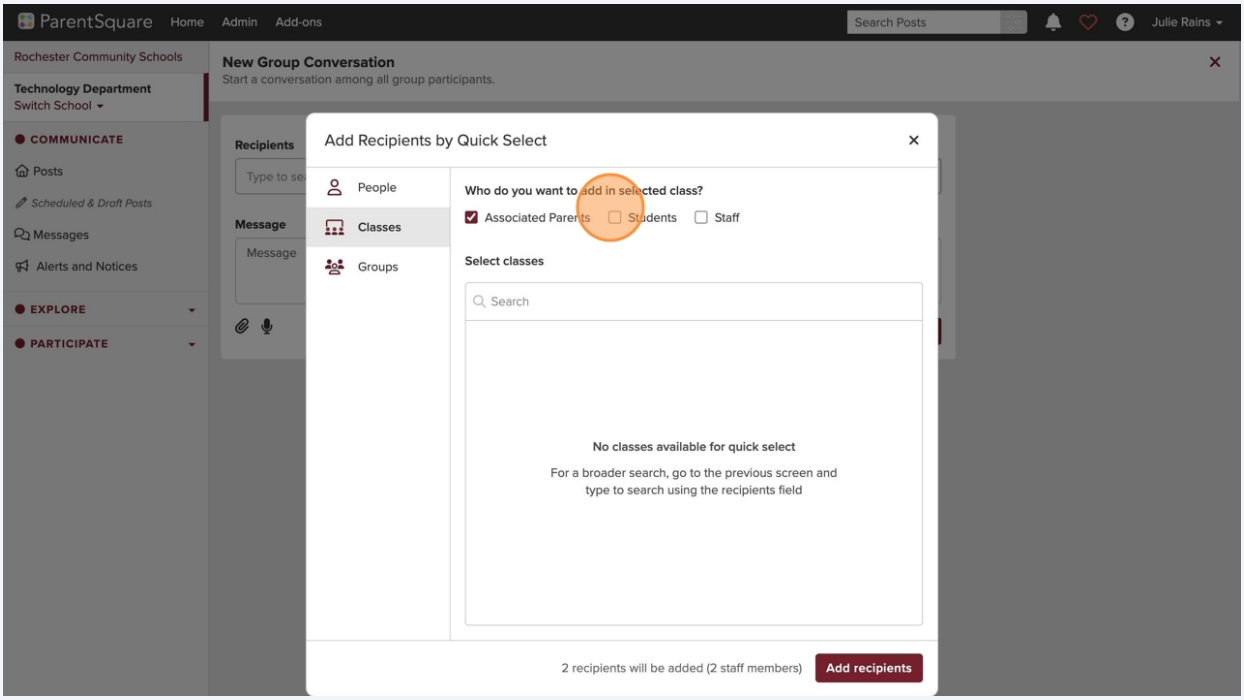
6 You can also "Add by Quick Select"



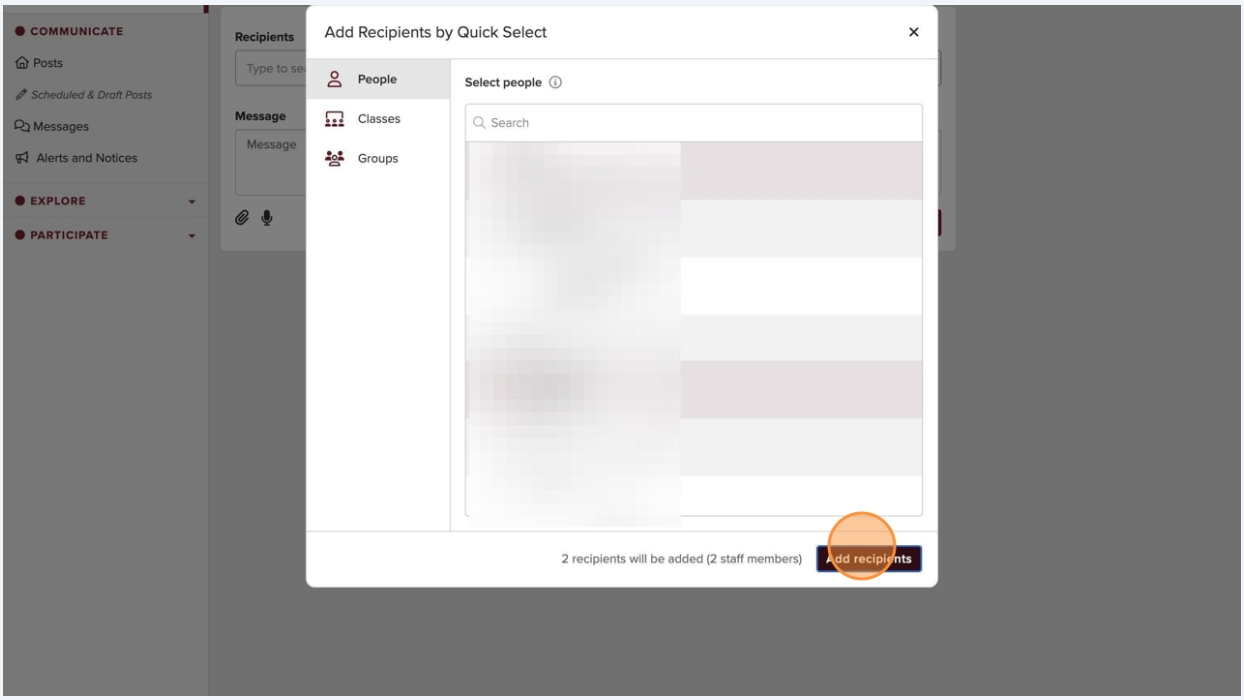
7 Quick Select allows you to toggle between "People," "Classes," and any "Groups" you have set up.



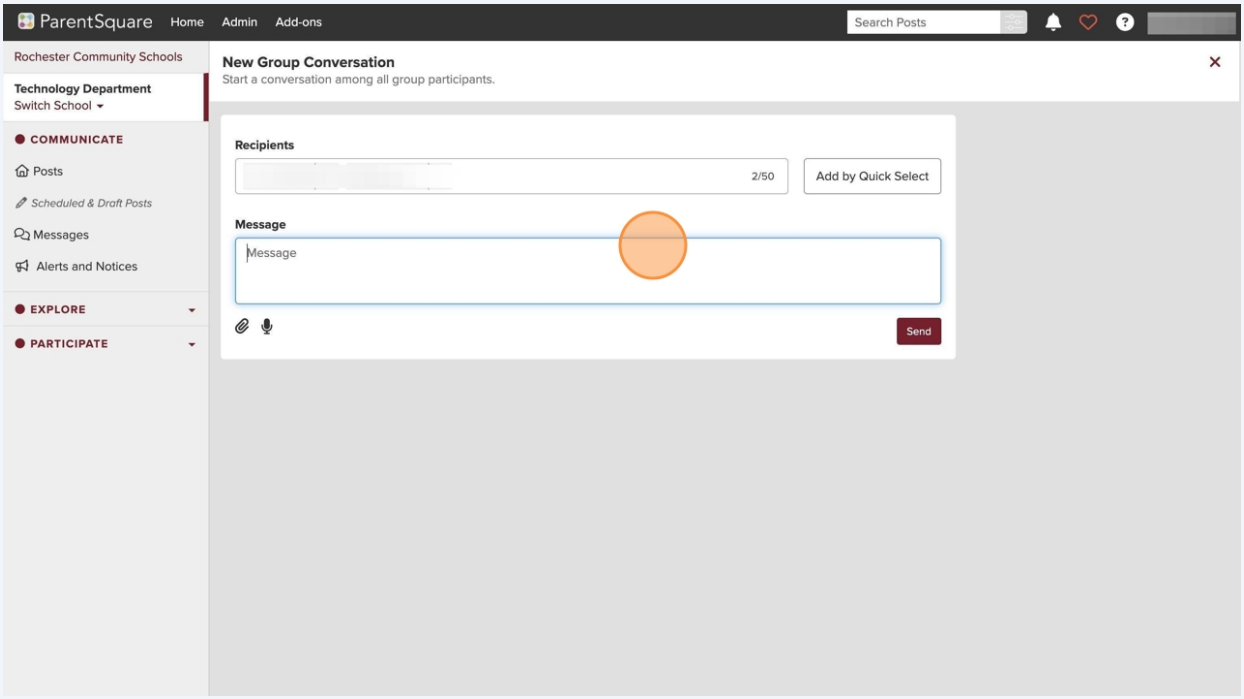
8 Both the "Classes" and "Groups" tabs give more specific recipient selection options. Select or deselect these options by clicking the checkboxes.



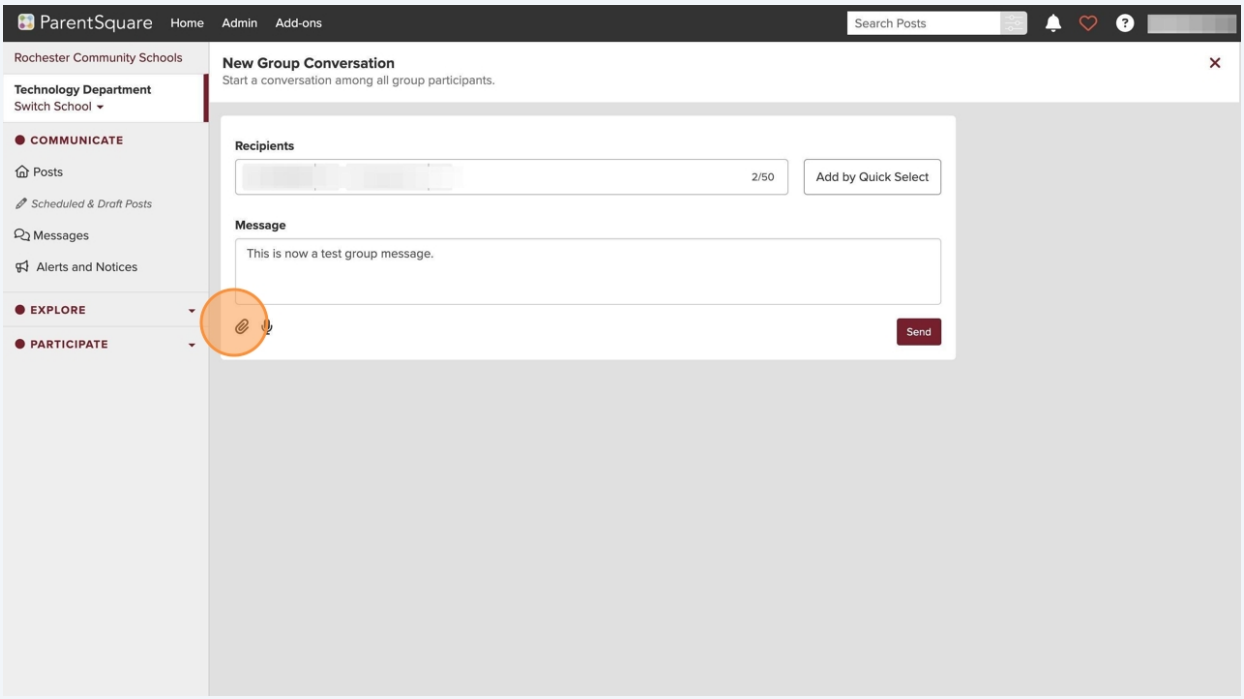
9 When you have selected all recipients, click "Add recipients"



10 Enter your desired message into the "Message" field.



11 You can also attach pictures or files and record audio messages.



12 When you have completed your message, click "Send."

