


 =Warning  =Timesaver  =Note


About Messages to Parents and Students

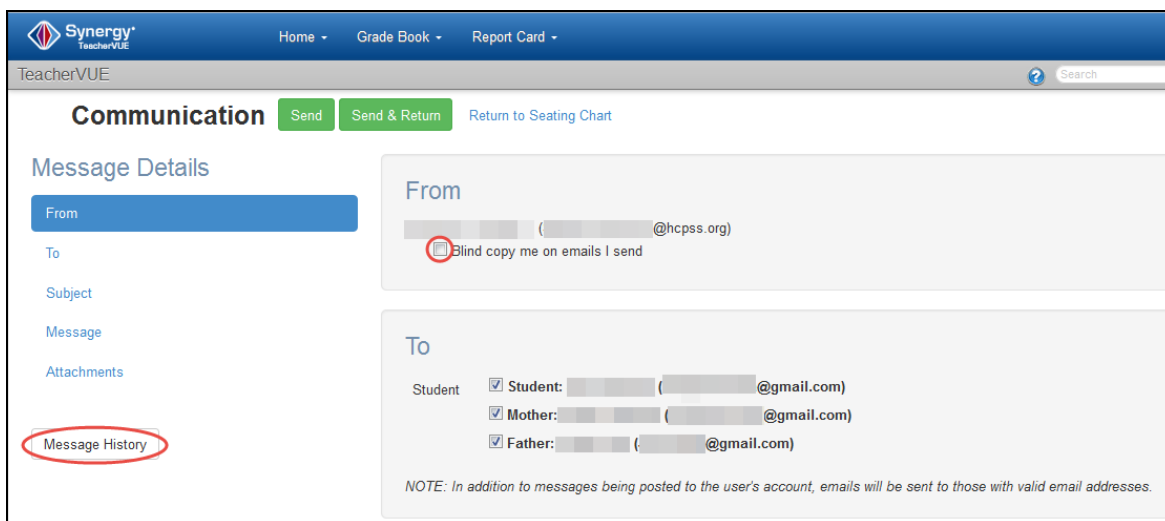
You can create and send a message to all parents and/or all students at once for a specific class or multiple classes, to a list of selected parents and students, or to an individual parent and/or student. A copy of all messages sent through Synergy will be stored in your Message History.

 **NOTE:** All individuals who receive this message will be blind carbon copied. No individual will see the email addresses of the other recipients.


Send Message to Parents of One Student

1. While viewing the seating chart, click on the picture for the student to email.
2. Select **Communication**. The Communication page displays.

 **NOTE:** The sections of the message are listed in the **Message Details** panel on the left side of the page. Click on the section of the Message to jump to that location of the page or scroll down to see the sections.

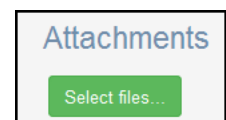


3. In the **From** section, select the **Blind copy me on emails I send** checkbox to receive a copy of this message in your HCPSS Inbox.

 **NOTE:** This message will be stored in your Message History area. Click **Message History** in the left panel to view messages you have sent through Synergy.

4. In the **To** section, select the checkboxes to send the email to the student and/or parents.
5. Scroll down to enter the **Subject** and **Message**.


6. In the **Attachments** section, click **Select files...** to upload attachments to the message.

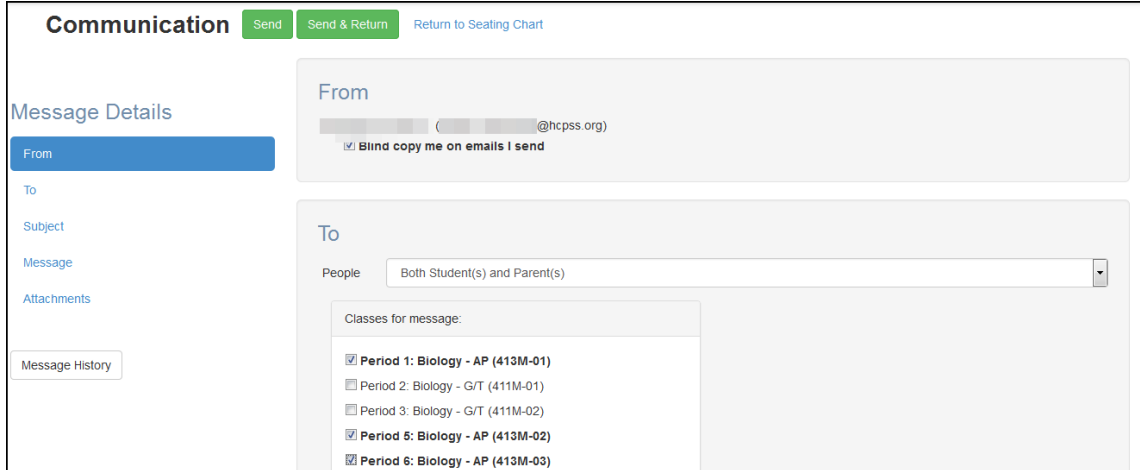


7. At the top of the screen, click **Send** to send the message and stay on this page to create another message, click **Send & Return** to send the message and return to the seating chart, or click **Return to Seating Chart** to cancel the message and return to the seating chart.


Send Message to Parents and/or Students in Classes

1. In the menu bar, click the **Home** menu and select **Communication**.

 **NOTE:** The sections of the message are listed in the **Message Details** panel on the left side of the page. Click on the section to jump to that location or scroll to see the sections.

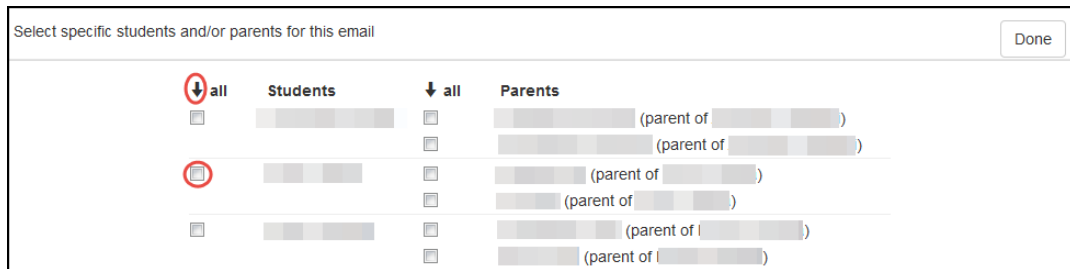
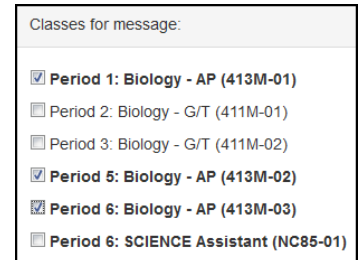


2. In the **From** section, select the **Blind copy me on emails I send** checkbox to receive a copy of this message in your HCPSS Inbox.

 **NOTE:** This message will be stored in your Message History area. Click **Message History** in the left panel to view messages you have sent through Synergy.

3. In the **To** section, select the appropriate option for who should receive this message: **Student(s)**, **Parent(s)**, **Both Student(s) and Parents(s)**, or **Specific Student(s) and/or Parent(s)**.

- If you select to send this message to students, parents or both, select the classes that should receive this message.
- If you select to send this message to **Specific Student(s) and/or Parent(s)**, a list of students and parents for the classes selected will display. Select the individuals who should receive this message and click **Done**.



4. Scroll down to enter the **Subject** and **Message**.

5. In the **Attachments** section, click **Select files...** to upload attachments to the message.

6. At the top of the screen, click **Send** to send the message and stay on this page to create another message, click **Send & Return** to send the message and return to the seating chart, or click **Return to Seating Chart** to cancel the message and return to the seating chart.