1. Change your Q system date in the top-right of Q to 8/19. Recipients will not show up if this date is not 8/19 or later.

2. Go to Menu → School → Mass Email.

3. Select which classes to send the message to. Build your email using the fields provided.
4. Click [Refresh List] to generate a recipient list.
5. Click the students & contacts to send the email to. The top checkbox will select everyone below.
6. Click the [Review Selected Recipients] button.

7. Verify the email list looks correct, then click [Send Email] to send the email.