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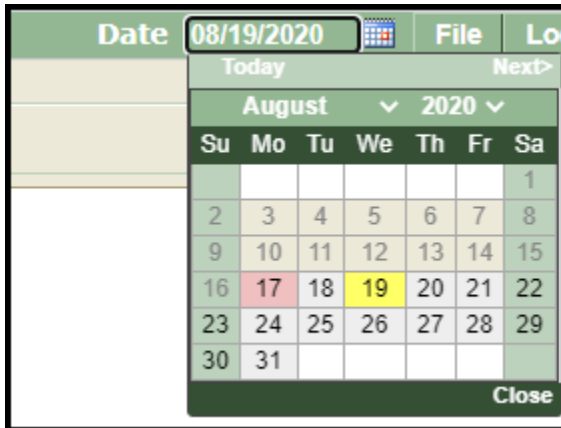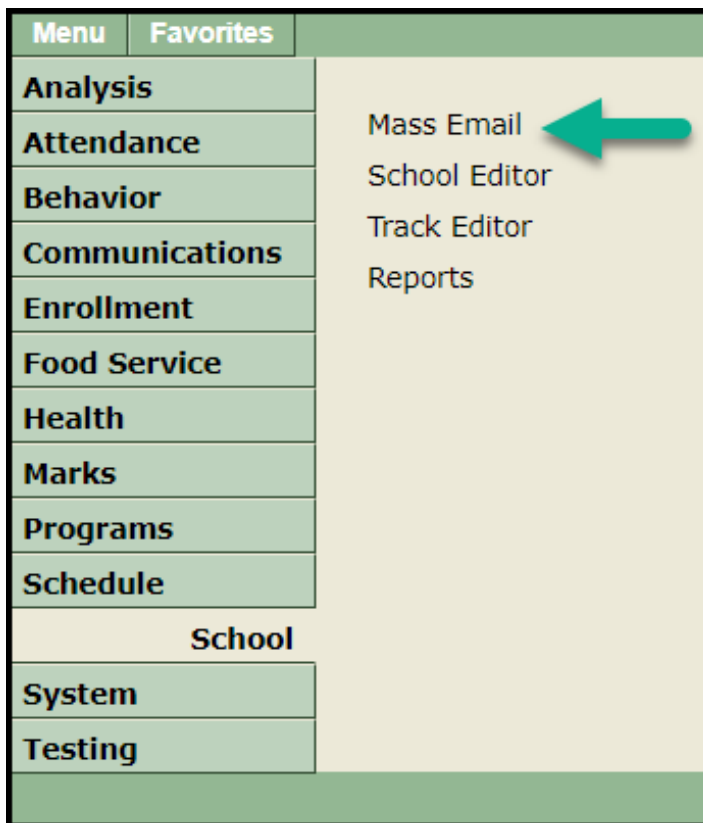Change your Q system date in the top-right of Q to 8/19. Recipients will not show up if this date is not 8/19 or later.**



2. Go to Menu → School → Mass Email.



3. Select which classes to send the message to. Build your email using the fields provided.

**Mass Email**

[ Reset ]   [ Review Selected Recipients ]

**Email Information**

Make sure your name is shown here

From: [                    ] ▼

Subject: [                                        ]

CC to Self: ☐     ○ One Copy Per Recipient   ● One Copy Only

CC to Staff: ☐

Attachment: [ Choose Files ] No file chosen

Body:

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Path:

[ Insert Field ] [ Student (First Name)        ▼ ]

**— Class Selection**

Teacher: <u>All</u>

Class: <u>All</u>

Select which classes

Pd 01 - Physical Science 8H (600045-4), TA,
Pd 02 - Physical Science 8H (600045-1), TA,
Pd 03 - Physical Science 8H (600045-2), TA,
Pd 05 - Physical Science 8CP (600055-1), TA,
Pd 06 - Physical Science 8CP (600055-10), TA,

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.