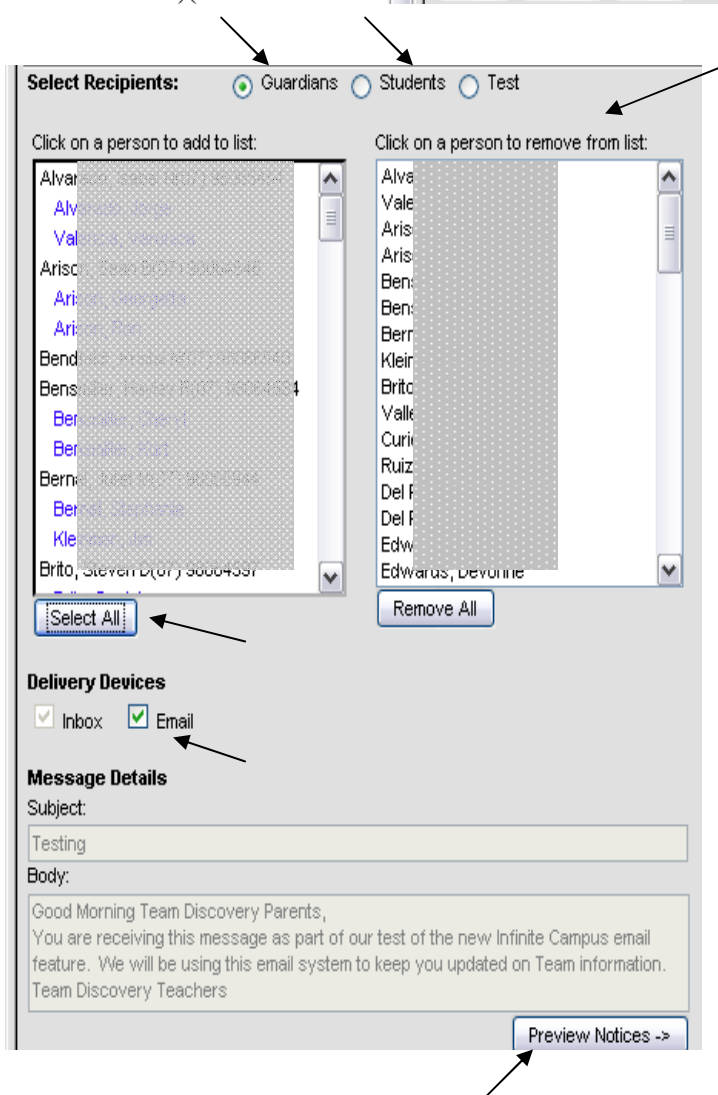
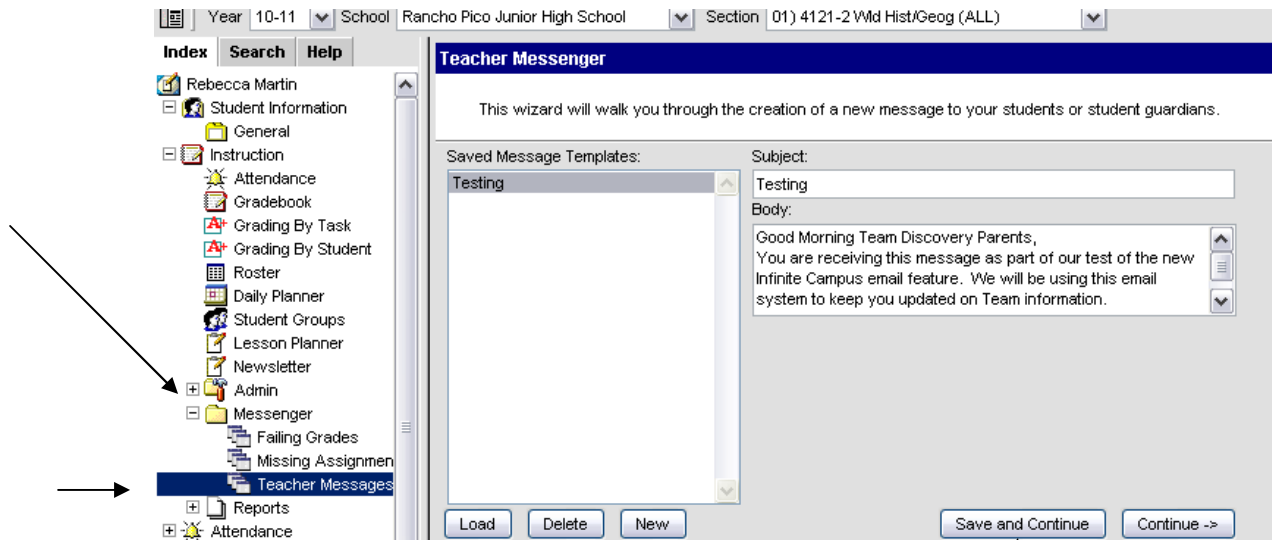


Using the Messenger Feature in Infinite Campus

You can use the Messenger feature in Infinite Campus to send email messages to student and parent email accounts.



You should use the Save and Continue button if you plan to send the same message to more than one class. The email feature only allows for working with one class as a time. After typing the message, you can Save and Continue and that will save the message for you to open to prepare to send in another course section. Later you can delete the template if you want to clean up the Saved Message Template list. Use the Continue button if you just want to send a one-time message in one class.

(The gray shaded box is for confidentiality only. It will not be showing on your screen).

1. Select who you want email sent to: Guardians and or Students.
2. Use the Select All to Load the entire course section list of names or click on a person one at a time. If you want most selected, use the Select All and then go to the second box and click to remove the few you want to not get the message.
3. Make sure the Email box has a green check mark.
4. Click on Preview Notices

Clicking on Preview Notices will take you to a final proof screen and from there you send the message. To send to the next class, Click again on Teacher Message in the left menu bar, change your course section and select the saved message in the left hand box and click on Load. Follow the same steps again in each course you want to send out a message.