WHERE CAN YOU SEND EMAIL FROM?

SchedulesPlus provides the capability to send email from many displays in the system.

You can send an email to a single person while in their PEOPLE record.

If the person has two addresses listed as is shown here, the message will go to BOTH addresses

You can send to all members of a GROUP by selecting their check box in the yellow Email column, then clicking their EMAIL button

If you are displaying a listing – such the Drivers file here – there will be an EMAIL button to press to send to the entire list.

CONFIRMING THE "SEND TO:" LIST

The system will present a list of all addresses to be sent.

You can remove any addressees by unchecking next to their name.

NOTE: A shortened list is shown in this example

Click PROCEED

Select Email Recipients
"Group(s): SPTEAM(Schedules Plus implementation team)"

After sending your email, visit ACCOUNT-MAIL LOG to see status of mail sent.
Emails may be listed more than 1 time here, but when mail is sent, duplicates are removed.

PROCEED   --OR--   CANCEL

Toggle CHECKBOX for NOMAIL ☐   Toggle CHECKBOX for UNSUBSCRIBED ☐

	All? ☑	Name	eMail
1	☑	Forbes-Robinson, Nicki	1945nfr@gmail.com
2	☑	Lehman, Ann	annmlehman@gmail.com
3	☑	Harvey, Barbara	barbara_daveharvey@yahoo.com
4	☑	Laxer, Cary	cary.laxer@gmail.com

ATTACHING FILE(S) AND COMPOSING THE EMAIL MESSAGE

In step 1 on this Compose panel, you can add a file (one or many). Begin by clicking the "Chose File" button to find the file on your local device. Once chosen, the name will appear next to the button. You then MUST click the LOAD FILE button to actually load the file to the SchedulesPlus server. It will then appear in blue as "File attached". Repeat for any other files. Note the file types allowed and overall size limit.

You MUST add the file(s) BEFORE proceeding to the Subject Line or the text of the message. If you try to return to adding file(s) you will lose the Subject line and any entered text.

In step 2, note that email addresses will ALL show iin the "SEND TO box. The message will be sent from karebears@schedulesplus.com

YOUR email address will be placed as the REPLY TO address.

The SEND TO list of addresses is built from the PERSON, GROUP or LIST where you made the request. You can delete addresses or add additional addresses – just make sure that each address is separated by a comma.

Enter a subject line for the message. (Requied)

In step 3, use the WORD style composition tool to create your message body.

HOWEVER, DO NOT CUT-AND-PASTE INTO THE MESSAGE BODY

Yes, this is a <u>significant limitation</u>, as we all often compose a large message separately and expect to paste it in. But tools like WORD, etc. have hidden control characters embedded which can cause problems to SchedulesPlus.

If your message is too long to fully type here, consider making it a document (Word, PDF) which you will attach, with a only a brief explanation. As the body of the message. .

FTC regulations require the inclusion of a 'business address' and an 'unsubscribe' on every email.
SchedulesPlus will automatically add the following at the bottom of this email.
This message was sent by PebbleCreek Kare Bears 15383 W Cheery Lynn Rd Goodyear AZ 85395. (623) 536-1200 karebears@karebears.org
To unsubscribe from future emails, click the UNSUBSCRIBE button

Step 4 ---- Choose when to SEND email

To send it now, click CONTINUE TO FINAL REVIEW.

-- OR --

To send it at a scheduled time, choose that date & time,
then CONTINUE TO FINAL REVIEW.

Date | Time

[Continue to Final Review]

Step 4 - If desired, specify a later date/time for the message to actually be sent.

Click PROCEED TO FINAL REVIEW

| This is where you will (finally) send the message.

It will indicate SEND NOW, or the later date/time that was specified. | **Review your Selection**

You have selected 9 recipients for your email and have chosen to **SEND NOW**.

Do you want to proceed?

[Yes]   [No, Cancel] |

NOTE THAT ALL MESSAGES ARE LOGGED BY SCHEDULEPLUS

All email messages are recorded: Date/Time sent, Author (Reply-to), Sent to addresses, Subject line –and body and are available to view, but only by certain *SchedulesPlus senior managers*.

Also Note: although your message may be sent to multiple addresses, each recipient will ONLY see their address as being "SENT TO". They will NOT SEE who else was sent the message!