HOW TO EMAIL YOUR STUDENTS TEACHER (OR ALL OF THEM)
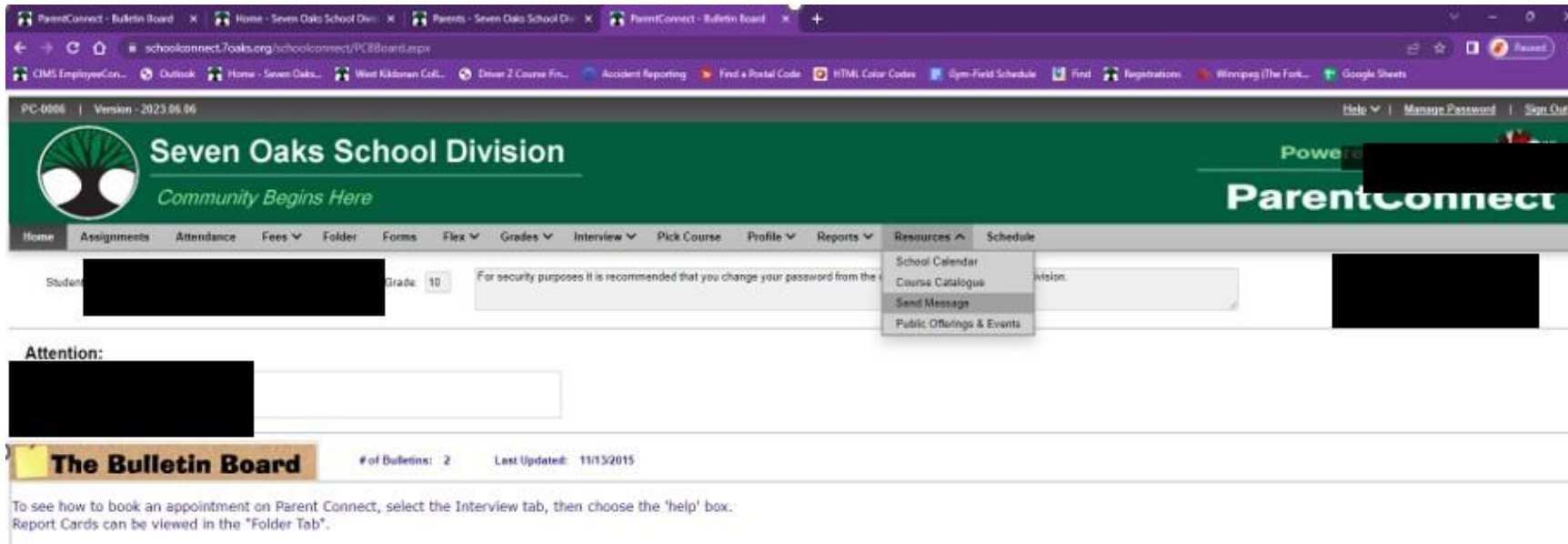
Step 1: Log In to Parent Connect

Step 2: Under the Resource Tab, Select Send Message

Step 3: From Here you can Select to email an individual teacher <u>OR</u> Click to box to "Message ALL teacher who teach this student in TERM" (Select SEM1 or SEM2 as per needed)

Step 4: Compose your message.

2. Type a message and "FROM" information

750

Characters remaining

Email address you can be contacted at:

Your name: (first last)

Step 5: Attach your Attachment (if applicable)

3. Attachment

Choose File | No file chosen | Attach | ☐ Attach Document

**Note - only 1 document may be attached | View Attachment

Step 6: Send your message!

4. Click "Send Message" and wait for "Message successfully sent" before closing window

Preview

Send Message