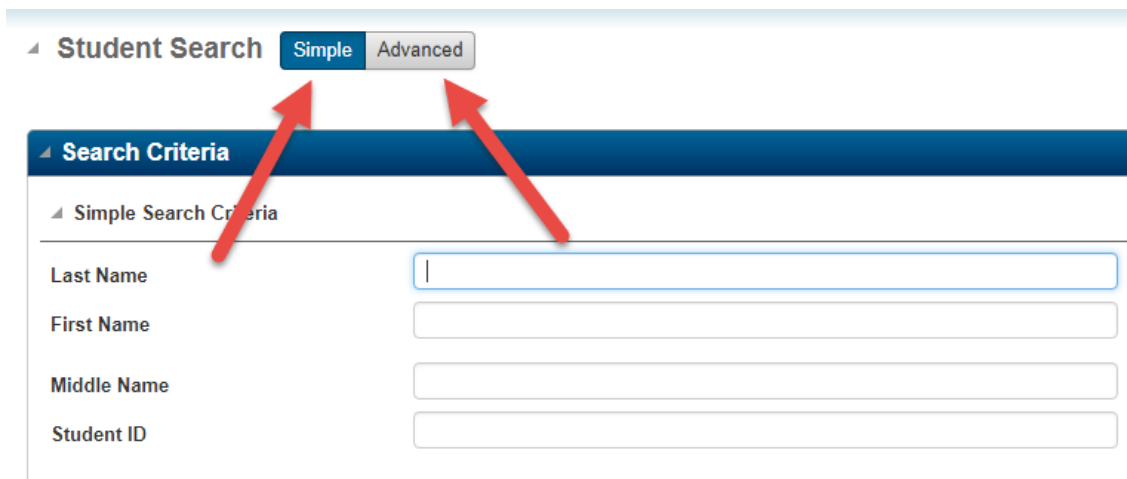
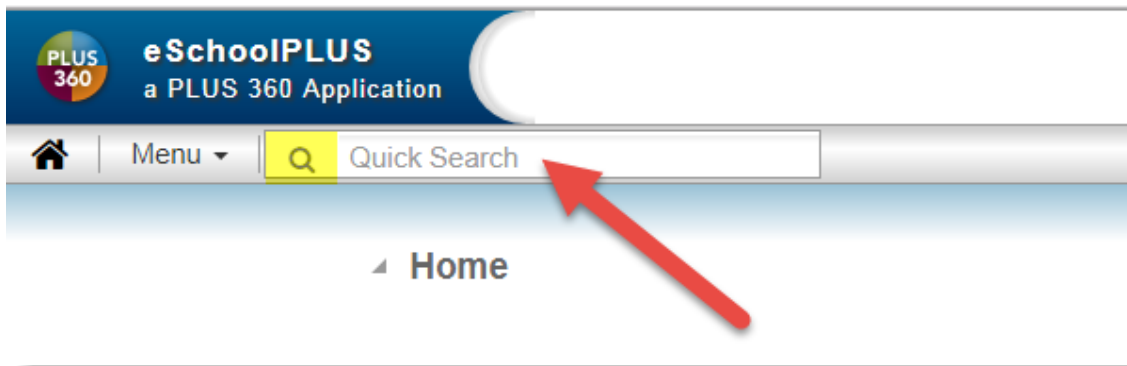


# Emailing All Teachers of an Individual Student

## Within eSchoolPLUS 4.0

Emailing all teachers of an individual student within eSchoolPLUS 4.0 is easy, and is done as follows:

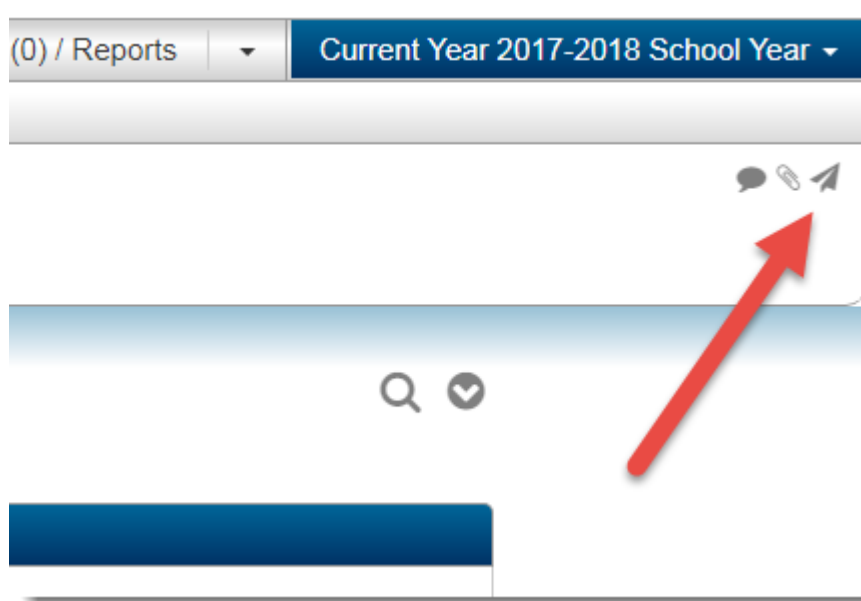
1. While logged into eSchoolPLUS, use Quick Search, Standar Search or Advanced Search to locate the particular student whose teachers you wish to email.



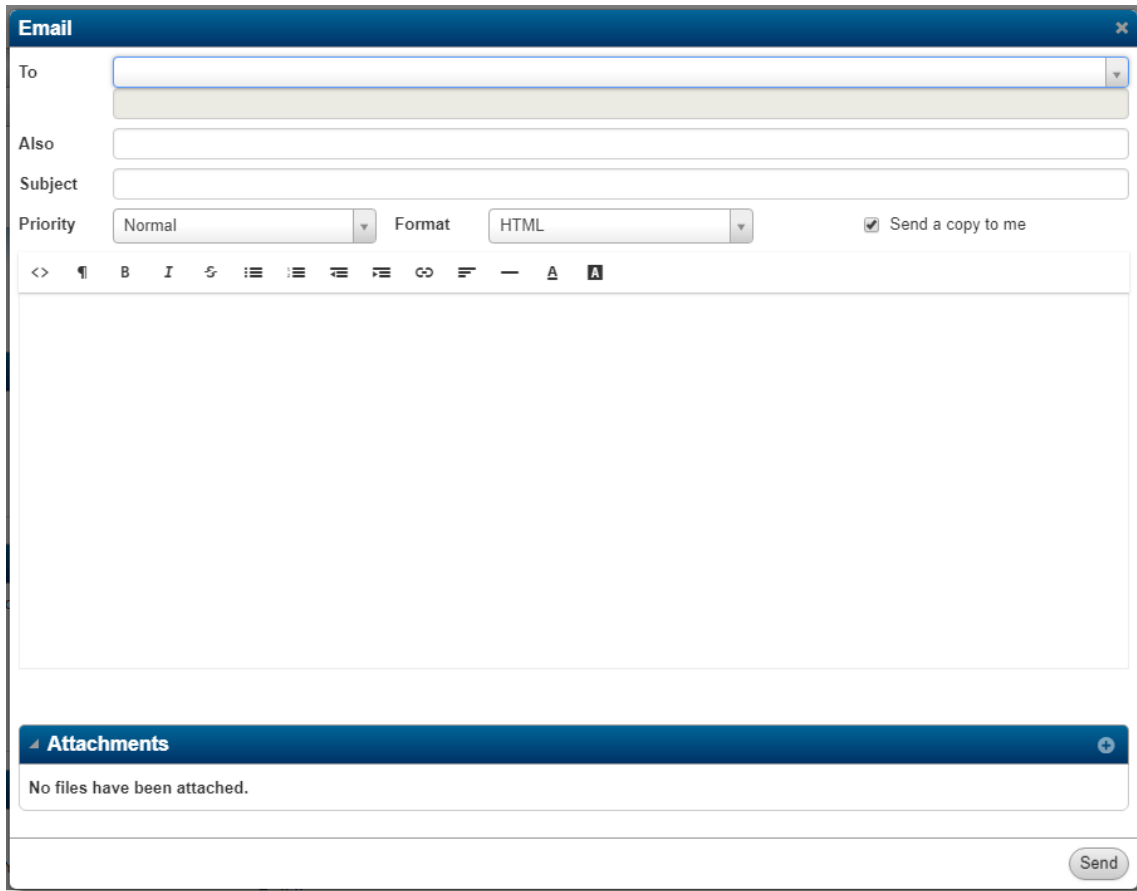
2. The student's name will appear under the Search Criteria bar. To go to that student's Student Summary page, click directly on the student's name.

Search Results			
Jump to [dropdown]		Page 1 of 1	300 [dropdown]
View 1 - 1 of 1			
Student Name ↕	Student ID	Grade	Building
[blurred]	[blurred]	11 - Eleventh Grade	11 - Cypress Woods High School
Jump to [dropdown]		Page 1 of 1	300 [dropdown]
View 1 - 1 of 1			

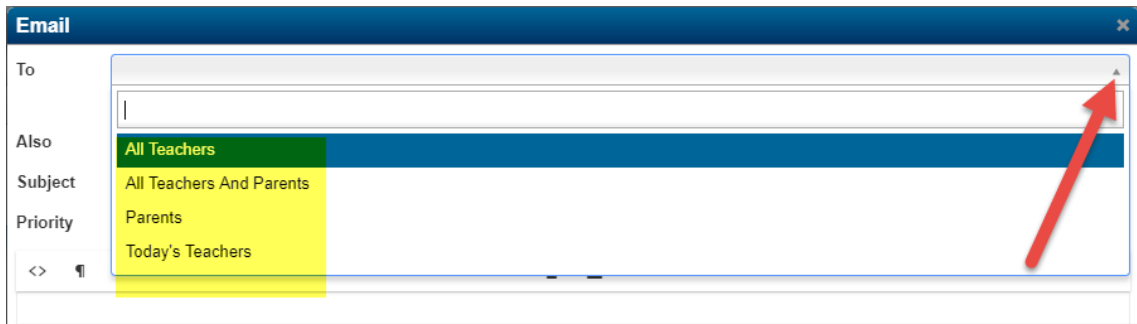
3. Once on the Student Summary page, locate the small 'Paper Airplane' icon in the upper right area of the screen. This is the 'Send Email' icon. Click this icon.



4. Clicking this icon will open a new window:



5. From this window, click the small 'down arrow' on the far right of the 'To' box. Then you can choose to send your email to 'All Teachers', All Teachers and Parents', 'Parents', or 'Today's Teachers'.



6. Once you have made your selection, compose and send your email as normal, including adding any additional recipients, subject, email text, and any attachments you may wish to add. Click 'Send in the bottom right to send the email.






































**Email** ✕

To: All Teachers ✕ ▾

Also: myself@gmail.com

Subject: Test Email

Priority: Normal ▾ Format: HTML ▾  Send a copy to me

**<> B I                                     **

This is a test email. Please contact me during normal school hours at (123) 456-7890]

Thank you

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**Attachments** +

No files have been attached.

**Send**

