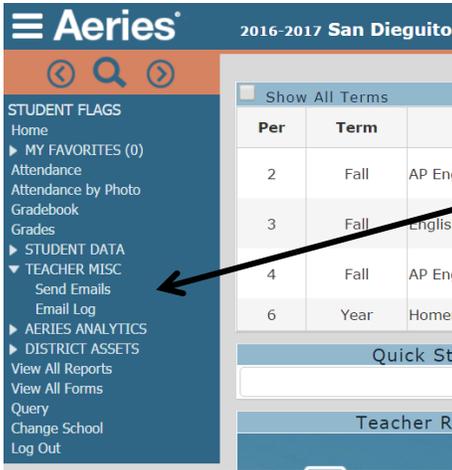
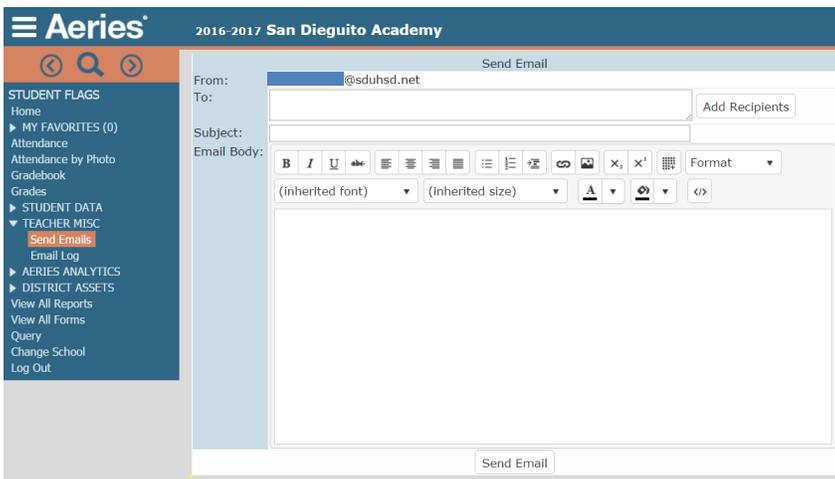


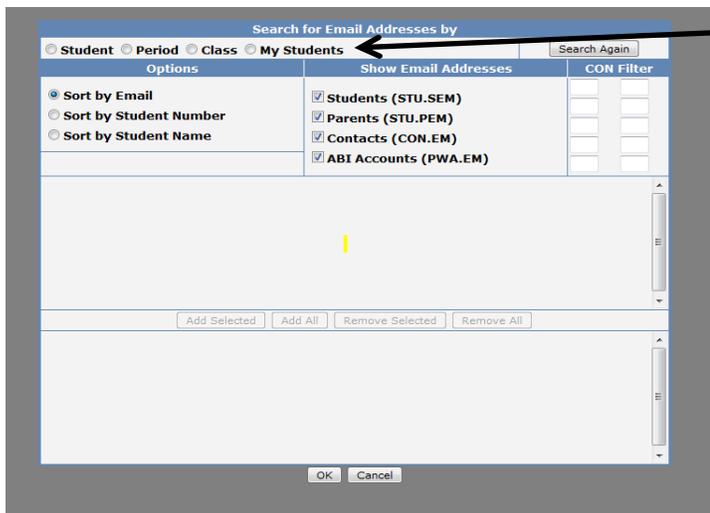
SENDING EMAILS IN AERIES.NET



To send emails to students in a class or to students in all classes click on “Teacher Misc” and then on “Send Emails”



Select “Add Recipients”



Select the group you wish to send the email to and click OK. The email address for the boxes selected in the “Show Email Addresses Box will display. If you only want to send the email to parents, just de-select the “Students” radio button.

SENDING EMAILS IN AERIES.NET

The email addresses will display in the area of the blue box below. You can select individual email addresses to send to by clicking on the line and use the option “Add Selected” or you can select them all with “Add All”. After you make your selection the email addresses will display in the bottom box. Click on OK.

Search for Email Addresses by

Student Period Class My Students

Options	Show Email Addresses	CON Filter
<input checked="" type="radio"/> Sort by Email	<input checked="" type="checkbox"/> Students (STU.SEM)	<input type="checkbox"/>
<input type="radio"/> Sort by Student Number	<input checked="" type="checkbox"/> Parents (STU.PEM)	<input type="checkbox"/>
<input type="radio"/> Sort by Student Name	<input checked="" type="checkbox"/> Contacts (CON.EM)	<input type="checkbox"/>
	<input checked="" type="checkbox"/> ABI Accounts (PWA.EM)	<input type="checkbox"/>

Email Address	Email Owner	Student Name	Student #
[Redacted]			

You will be directed to the email form where you can enter your email subject and message and click on “Send Email”

Aeries 2016-2017 San Dieguito Academy

Send Email

From: @sduhsd.net

To:

Subject:

Email Body: