

Set Up Mass Email Settings

To use the mass email feature in HeadMaster, you must set up email account information and your system administrator must set up SMTP information. The information entered under settings is the personal email settings for each teacher, administrator, or staff member in the school. The SMTP settings are school-wide and should be the same for everyone.

The email settings under User Settings override the email settings under SMTP settings. For example, if a teacher prefers email responses to be delivered to her personal mailbox instead of the school's general mailbox, the teacher should enter an email address for replies under Settings. The replies will be sent to the teacher instead of the email address set up in the SMTP settings.

1. On the Home screen, click **Options**.
2. Click **Settings**.
3. Under Mass E-mail Settings, enter the user name and password for your email account. If you don't know these settings, contact your system administrator.
4. To have replies sent to a different email address, such as a general school inbox, enter the alternate email address in the **E-mail Address for Replies** field.
5. In the Signature text box, enter the name, title, or other information you want to be applied to the bottom of each mass email.