

Send an Email to an Individual

You must have an email program, such as Outlook® or Thunderbird™ installed on your computer and you must have Internet access. You can look up and send an email to any individual in your data. This method sends a single email to one individual.

1. On the Home screen, click **Students, Parents, Teachers, Staff, Prospective, or Other People**.
2. Double-click the individual you want to send an email to.
3. Click the **Phone** tab.
4. If there is more than one email address, click to select the one you want to use.
5. Click the **Send E-mail** button.
6. Your default email application opens with the email address you selected filled in. Enter your message, and click **Send**.



Useful Information

You can also send an email to an individual from any List view of individual records. On the toolbar, click **Send E-mail**.