

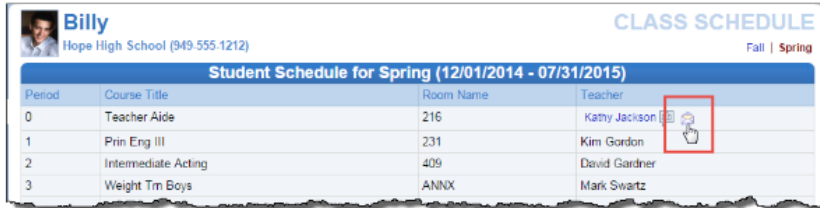


Sending Emails to Teachers


Throughout the ParentVUE and StudentVUE screens, teacher and staff names that are associated with the information on the screen are displayed with an Email icon .

To send an email to the teacher.

1. Click the **Email** icon  to send an e-mail to the teacher.
Your email application opens.

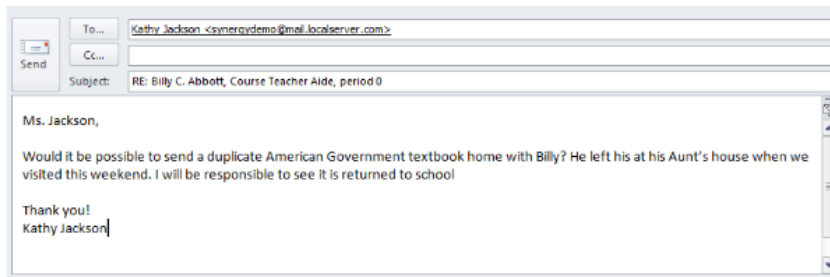


The screenshot shows a user profile for Billy at Hope High School. Below the profile is a table titled "Student Schedule for Spring (12/01/2014 - 07/31/2015)". The table has four columns: Period, Course Title, Room Name, and Teacher. A red box highlights the email icon next to the name "Kathy Jackson" in the Teacher column for Period 0.

Period	Course Title	Room Name	Teacher
0	Teacher Aide	216	Kathy Jackson 
1	Prin Eng III	231	Kim Gordon
2	Intermediate Acting	409	David Gardner
3	Weight Tr Boys	ANNX	Mark Swartz

ParentVUE, Class Schedule

2. Type the email.



The screenshot shows an email composition window. The "To:" field contains "Kathy Jackson <synergydemo@mail.localserver.com>". The "Subject:" field contains "RE: Billy C. Abbott, Course Teacher Aide, period 0". The body of the email contains the following text:

Ms. Jackson,
Would it be possible to send a duplicate American Government textbook home with Billy? He left his at his Aunt's house when we visited this weekend. I will be responsible to see it is returned to school
Thank you!
Kathy Jackson

ParentVUE Email Example

3. Click **Send**.