

# ADMINISTRATOR'S PLUS™

## Administrator's Plus E-mail

The screenshot shows the Odyssey E-MAIL application window. The top section contains fields for SMTP Server (RedikerHS.com), From (Supervisor@redikerHS.com), To (<ADMIN>), Cc, Bcc (NicoleB@RedikerHS.com), and Subject (Semester One Schedule for Nicole Brown). On the right, there are buttons for View Log, Quit, Send, Send All, << Prev, Next >>, Hold, Release, Report Wizard, Address Book, Attach, Remove, Attach to all, and Remove from all.

The main content area displays the following text:

Brown; Nicole #053 GRADE 09 HR: 123

Mr. & Mrs. Darren Brown

1089 State St. 11-21-2002

Hamden, MA 01015

655-7736

DEMO SCHOOL SCHEDULE FOR 2002-03: ALL  
DEMO SCHOOL SCHEDULE FOR 2002-03: ALL

SUBJECT	LEV	CRS	SC	SEM	TIME	ROOM	CRDTS	TEACHER
P E		815	01	ALL	A12345	139	1.00	Zion;D
French 1	COL	412	02	ALL	B12345	212	1.00	LaFleck;D
C SocSt B	COL	316	01	S 1	C12345	213	0.50	Hughes;P
C SocSt A	COL	309	02	S 2	C12345	211	0.50	Coombs;R
Lunch/Study		930	04	ALL	D12345	114	0.00	Staff;

## Version 2 User Guide



# Introduction

Administrator's Plus E-mail allows you to send Administrator's Plus reports to students, parents and staff members with the click of a button. Virtually all documents produced in Administrator's Plus, including report writer reports and canned program reports, may be "e-mail enabled." Once a report is e-mail enabled, you can save the email *Type*, *Subject* and *Recipients* so that each time you e-mail the same report it will automatically be sent to the appropriate e-mail addresses. In addition, you can set up reports so that they are e-mailed to students and staff who possess the appropriate e-mail address, and *print* for those students and staff members who do not have an e-mail address.

Administrator's Plus E-mail will read up to 20 student e-mail address fields, and 2 staff e-mail address fields. Each e-mail field you create will be organized in the *Address Book* so that you can quickly select the desired recipients for each e-mail report. You can also save a list of *Permanent Recipients* with any report so that each time the report is e-mailed, it will be sent to the same list of e-mail addresses. For example, use the Permanent Recipients option to set up your report cards so that the report for each student is always addressed to: the student, parent, 2nd parent and guidance counselor. In addition, the Supervisor can create *Customized E-mail Groups*. E-mail Groups are saved in the Address Book so that certain types of reports can be easily addressed to a customized list of recipients. For example, a "Teacher" group including the e-mail addresses for all teaching staff members can be used when e-mailing section rosters and the daily attendance bulletin. A group called "Letters" including parents, guidance counselors and the principal can be used for attendance and discipline letters.

Administrator's Plus *QuickMail* provides a fast and easy way to compose a single e-mail that can be sent to any individual or group. Use QuickMail to announce school-wide events, staff meetings, parent teacher association announcements, fund-raisers and more. The QuickMail Address Book allows you to automatically address the e-mail to any individual or group.



**Microsoft Internet Explorer® 5.5 or higher must be installed on the computer used to send e-mail. Updates for Internet Explorer can be downloaded for free from the Microsoft website: <http://www.microsoft.com>**

---



# Initial Setup

In order to send e-mail that is automatically addressed to the desired recipients, you must first create “e-mail fields” which will store the addresses of e-mail contacts for students and staff members. If e-mail addresses for students and staff members are not entered into the Data Base Plus *Address* program, you may still send e-mail by typing each recipient’s e-mail address directly into the **TO:**, **CC:** or **BC:** address lines. However, before sending any e-mail from Administrator’s Plus, use the E-Mail *Initial Setup Wizard* to specify your out-going mail server and global e-mail preferences, (see Step 2).

## Enter E-mail Addresses for Students and Staff

- 1 Login to Administrator’s Plus as the Supervisor. Navigate to the Data Base Plus **Address** program and click *Fields*.

The screenshot displays the 'Administrator's Plus Odyssey' software interface. The main window shows a data entry form for a student record for 'Albrecht; Kathy'. The form includes fields for PARENT/GUARDIAN (Mr & Mrs Julian Albrecht), STREET (Box 828), CITY (Hampden), STATE (MA), ZIP (01040), PHONE (647-3295), HOMEROOM (505), SEX (F), BIRTH DATE (10-31-198), EMER PH (693-3597), BUS (21), SPEC. CD (BR), PARKING (9/1/89), LOCKER # (824), COUNSELOR (Mrs. Ray), and LOCK CMB (19-29-47). A modal dialog box titled 'ENTER FIELDS DATA' is open, providing three options: 1) enter field names for students, 2) enter field names for staff, and 3) enter field lengths for reports in columns. The dialog box also features 'Quit', 'Prev', and 'Next' buttons. At the bottom of the screen, there is a keyboard shortcut table:

ESC	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10
EXIT	??	OTHER	EDIT	PREV	NEXT	LOOKUP			PRINT	HOT KEY

- 2 To create e-mail fields for students, select *Enter Field Names for Students*. To create e-mail fields for staff members, select *Enter Field Names for Staff*.
- 3 Select the desired unused field(s) to use for storing e-mail addresses for student or staff e-mail contacts. Type in a name for the e-mail field such as “2nd Parent E-MAIL.” (see below)

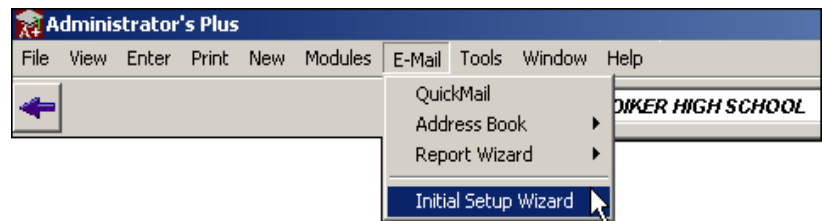
The screenshot shows a software window titled "Enter/Edit Students Field Names" with a grid of 20 fields. Fields #81-86 are pre-filled with names, and fields #87-100 are empty. A red help box is overlaid on the right side of the grid, containing the text: "Delete the field name with {F8} key. Press {ESC} to abort. Press {F10} to accept." At the bottom of the window is a keyboard layout with buttons for ESC (ABORT), F1, F2, F3 (DATE), F4, F5, F6, F7, F8 (DEL), F9, and F10 (ACCEPT).

- 4 Once you have created each of the desired e-mail fields, click or press *F10 (Accept)* to save.
- 5 Use the Data Base Plus **Address** program to enter the appropriate e-mail addresses for both students and staff members.

# Set Global E-mail Preferences

The E-Mail *Initial Setup Wizard* makes it easy to define your global preferences for sending e-mail through Administrator's Plus. Use the E-Mail Initial Setup Wizard to: identify your outgoing mail server, issue user rights for sending e-mail, enter a global reply address, and identify the student and staff e-mail fields that you have set up in the **Address** program.

From the Administrator's Plus toolbar, select **E-Mail** ⇌ **Initial Setup Wizard**. The screen shown below will appear.



Click the **Next** button and the E-Mail Initial Setup Wizard will guide you through setting your global e-mail settings. If you wish to change specific global settings in the future, click the desired option on the E-Mail Initial Setup Wizard "Welcome Screen" to quickly jump to the specific screen for that setting.



- ❶ **Entering Information about your Mail Server:** Enter your school's SMTP address (e.g. 123.456.7.8) or the sending server name (e.g. *YourSchool.com*).

**Enter your E-Mail SERVER NAME or ADDRESS:**

**For Example : YourSchool.com**



**In order to use Administrator's Plus E-mail you must allow e-mail relaying on your primary e-mail server.**

- ❷ Use the *Set E-mail Users* screen to identify the Administrator's Plus users who have rights to send e-mail. To issue e-mail rights to any user, place a check mark next to the user name and enter his or

	Odyssey Users	E-Mail Address
<input checked="" type="checkbox"/>	SUPERVISOR	Supervisor@RedikerHS.com
<input type="checkbox"/>	BETTY	
<input type="checkbox"/>	GUIDANCE	
<input type="checkbox"/>	SHAWN	
<input type="checkbox"/>	STEVE	
<input type="checkbox"/>	VICTORIA	

her return e-mail address. The *Reply Address* for all e-mails sent by this user will default to this address. However, if you do not wish to use this address as the reply address for any e-mail, you may instead use a Global Reply Address (see *Set Global Reply Addresses* below).

- ❸ **Set Global Reply Addresses:** When Administrator's Plus users send e-mail they must select a return address. They may choose either their personal address or any global school address entered here. For example, when a secretary e-mails report cards, she may not want replies from parents going to her personal e-mail address. Instead the school can create a global e-mail address called *ReportCardsReturn@RedikerHS.com*

<b>E-MAIL ADDRESS #1:</b>	<input type="text" value="AnnouncementReturn@RedikerHS.com"/>
<b>E-MAIL ADDRESS #2:</b>	<input type="text" value="ReportCardsReturn@RedikerHS.com"/>
<b>E-MAIL ADDRESS #3:</b>	<input type="text" value="ScheduleReturn@RedikerHS.com"/>
<b>E-MAIL ADDRESS #4:</b>	<input type="text" value="AttendanceReturn@RedikerHS.com"/>
<b>E-MAIL ADDRESS #5:</b>	<input type="text"/>
<b>E-MAIL ADDRESS #6:</b>	<input type="text"/>
<b>E-MAIL ADDRESS #7:</b>	<input type="text"/>
<b>E-MAIL ADDRESS #8:</b>	<input type="text"/>
<b>E-MAIL ADDRESS #9:</b>	<input type="text"/>
<b>E-MAIL ADDRESS #10:</b>	<input type="text"/>


which will be designated as the return address for e-mailed report cards.



**You may enter up to ten global reply addresses to be used for different types of e-mails.**

- 4 **Identify Student E-mail Fields:** Specify up to 20 fields you have created in the Data Base Plus Address program to store student e-mail addresses.


---

 **If you have previously set up student e-mail fields using Administrator’s Plus E-mail *version 1*, you may need to reset the order of your student and/or parent e-mail addresses so that they are linked with the appropriate fields in the Address program.**

---

- 5 Using the *Staff Fields* tab, specify up to 2 fields that you have created to store staff e-mail addresses.

---

 **This is a Global setting applying to all e-mail sent to a staff member. During the school year, you may want all staff e-mail to be sent to staff member’s school address. During the summer, you may change this setting so that all staff e-mail will go to their personal e-mail address.**

---



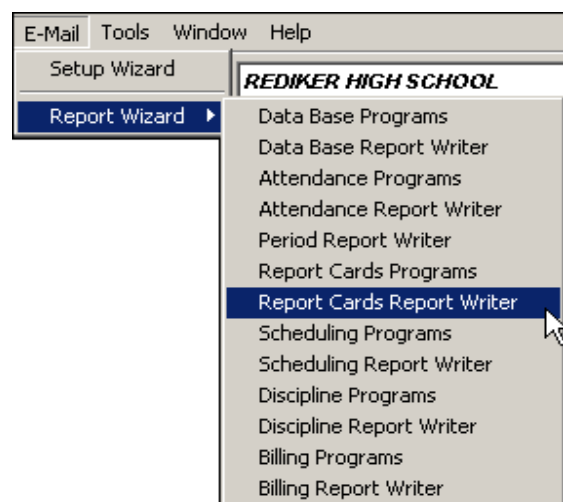
# E-mail Enable Reports

Before Administrator's Plus reports can be e-mailed they must first be "e-mail enabled" using the *E-mail Report Wizard*. The E-mail Report Wizard will guide you through the process of selecting the e-mail *Type*, choosing whether or not to *Print the Report* if no e-mail address is found for recipients, as well as setting the default *Reply Address*, *Recipients*, and *Subject*. These settings will be saved with the report and used each time you choose to e-mail the same report.

## Navigate to the E-mail Report Wizard:

### Toolbar

Click *E-mail* → *Report Wizard* on the toolbar menu and select the program or report writer containing the document you wish to e-mail.




### View/Edit Letters/Reports


Open the body of any Report Writer report and click the **E-Mail Settings** button at the top of the *View/Edit Letters/Reports* screen.



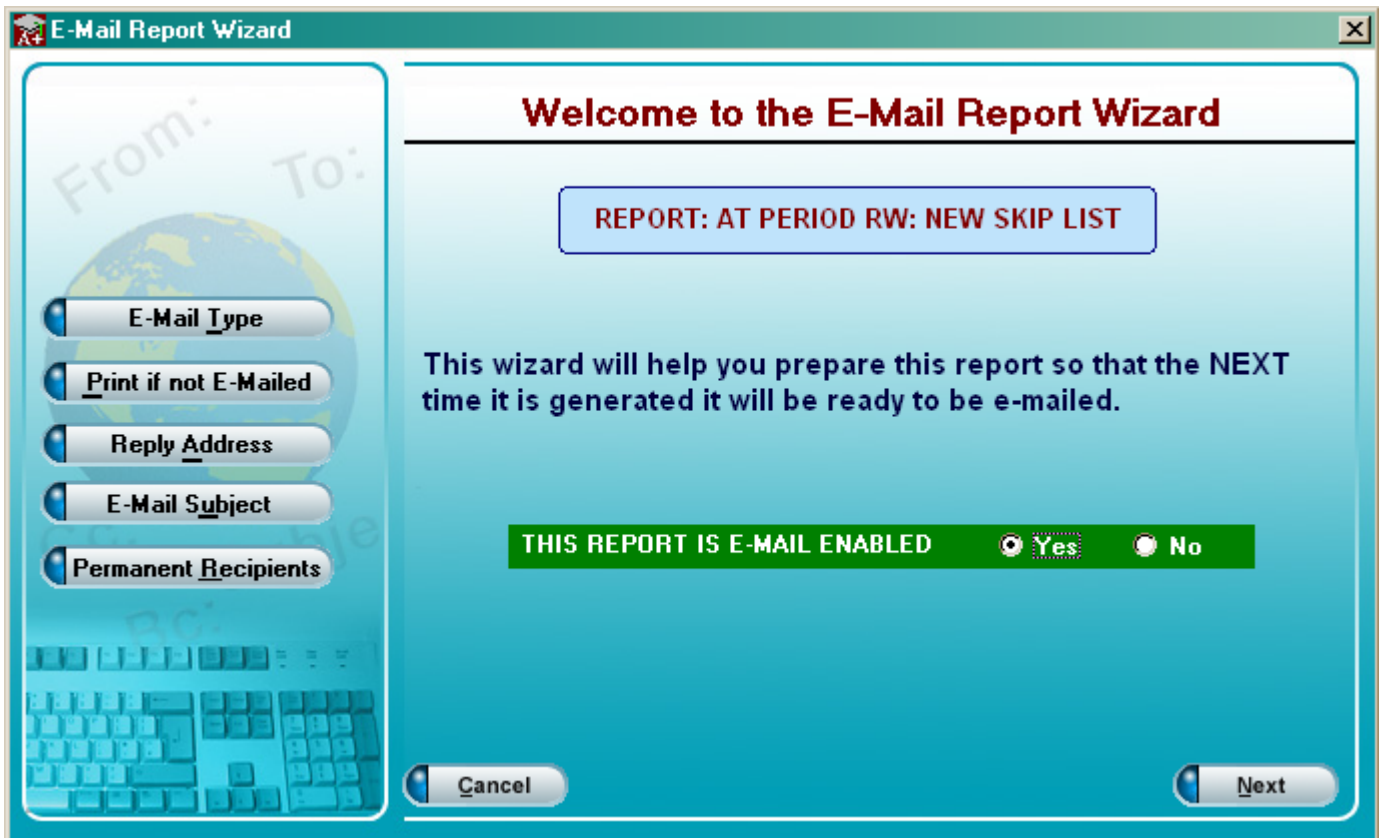
### Print Preview Screen

If you click the E-Mail button  located in the lower right corner of all print-preview screens and the report has *not* already been e-mail enabled, a warning message will appear saying that the report is not yet e-mail enabled, "Would You Like to E-mail Enable This Report?" Clicking **Yes** at this window will cause the E-mail Report Wizard to start.

## 1) Enable the Report and Select the E-mail Type

Once a report is e-mail enabled it can be e-mailed from the print preview screen of the generated report by clicking 

To enable a report, click **Yes** on the radio button labeled: *This Report is Email Enabled*, and then click NEXT to set the appropriate e-mail type.



If a report has *not* already been e-mail enabled, you must use the E-mail Report Wizard to enable it and indicate the report type. If you do not select Permanent Recipients, a Reply Address or Subject for an e-mail enabled report, you may manually type them into the appropriate fields once the e-mail is generated. If a report has already been e-mail enabled, you may return to the E-mail Report Wizard to change any of the e-mail settings that were previously saved. Use the buttons on the left side of the screen to quickly jump to any of the e-mail report settings.

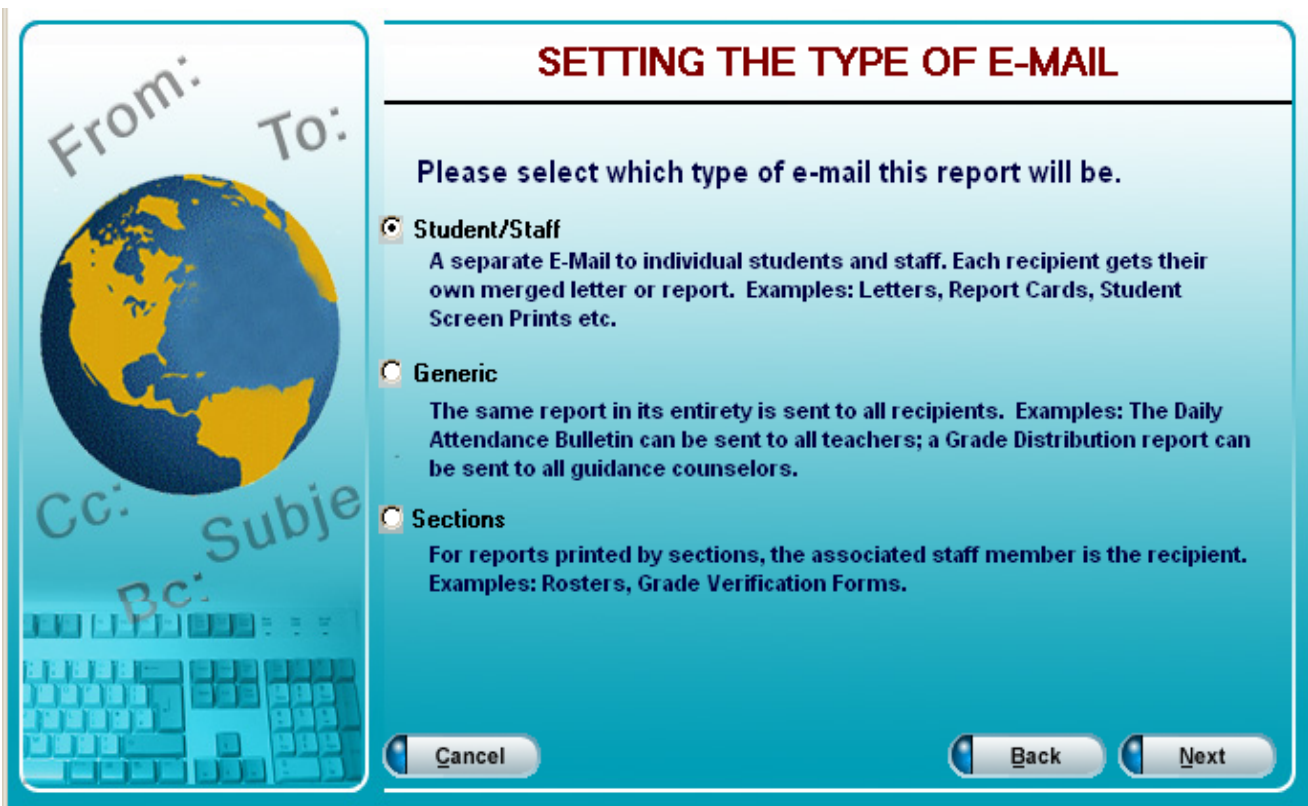
---

 **Reports that are e-mail enable may generate slightly slower than those that are not e-mail enabled.**

---

### 3 Types of E-mail Reports

Administrator's Plus allows you to define 3 types of e-mail reports so that the appropriate recipients for each report are used automatically. *Student/Staff* e-mails are used for reports containing personalized information, where one report is generated per student or staff member. Examples of *Student/Staff* type e-mails are letters to parents and report cards. *Student/Staff* type e-mails will generate one e-mail for each student or staff member included in the original report. A *Generic* e-mail is one where the entire report is sent to all recipients regardless of who is included on the report. The Daily Attendance Bulletin and Grade Distribution Reports are examples of *Generic* e-mails. *Section* e-mails include any report that would normally be printed by section, including Section Rosters and Grade Verification Forms. *Section* e-mails are sent only to the teacher assigned to that section.

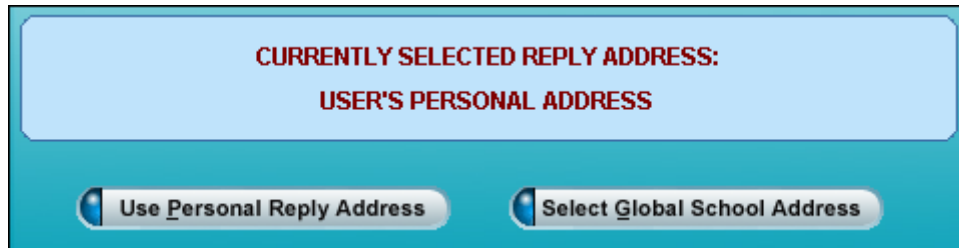


### Keeping E-mail Addresses Confidential


When you generate either *QuickMail* or a *Generic* e-mail, one e-mail is sent to all recipients listed in the **TO:** field. This means that when the e-mail is sent to a student, parent or staff member, each recipient will be able to view e-mail addresses of all other recipients. Consequently, if you wish to preserve the confidentiality of the e-mail addresses stored in your database, the e-mail field of the desired recipients should be entered into the **BC:** address line. The e-mail **MUST** have an address listed in the **TO:** line, so we suggest you enter a general school e-mail address.

## 2) Set the Reply Address

When Administrator's Plus users send e-mail, they must select a *Reply Address*. It can be their personal e-mail address or any *Global School Address*. Global Addresses are entered by the Supervisor using the E-Mail Initial Setup Wizard (see page 6). Use this screen to specify whether you want to use the sender's personal reply address or one of the *Global School Addresses*.



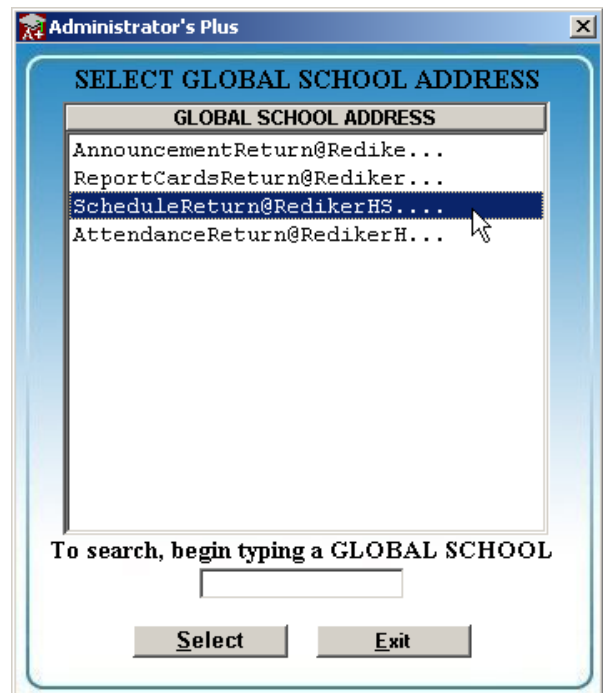
---

 **If you do not select Permanent Recipients, Reply Address or Subject for an e-mail enabled report, you may manually type an address into the appropriate fields in the generated e-mail.**

---

By default, all e-mail reports will use the senders *Personal Reply Address* unless you choose to **Select Global School Address**

Use the following screen to select the desired *Global School Address* for this e-mail.




### 3) Add a Subject and Attachments

The screenshot shows a dialog box with a light blue background. At the top, it says "Enter your subject here:" followed by a text input field containing "Semester One Schedule for ~FN~ ~LN~". Below that, it says "Add your attachments here:" followed by a text input field containing "C:\Documents and Settings\Victoria\Desktop\SpecialNotice.doc". To the right of the attachment field is a button labeled "Add Attachment". At the bottom of the dialog are three buttons: "Cancel", "Back", and "Finish".

When you specify a subject line from within the E-mail Report Wizard it will be saved and used as the default subject each time the e-mail report is generated. Alternatively, you may enter a subject directly into the e-mail's subject line just prior to sending the generated e-mail. When you enter a subject using the E-mail Report Wizard, the following report writer codes may be used:

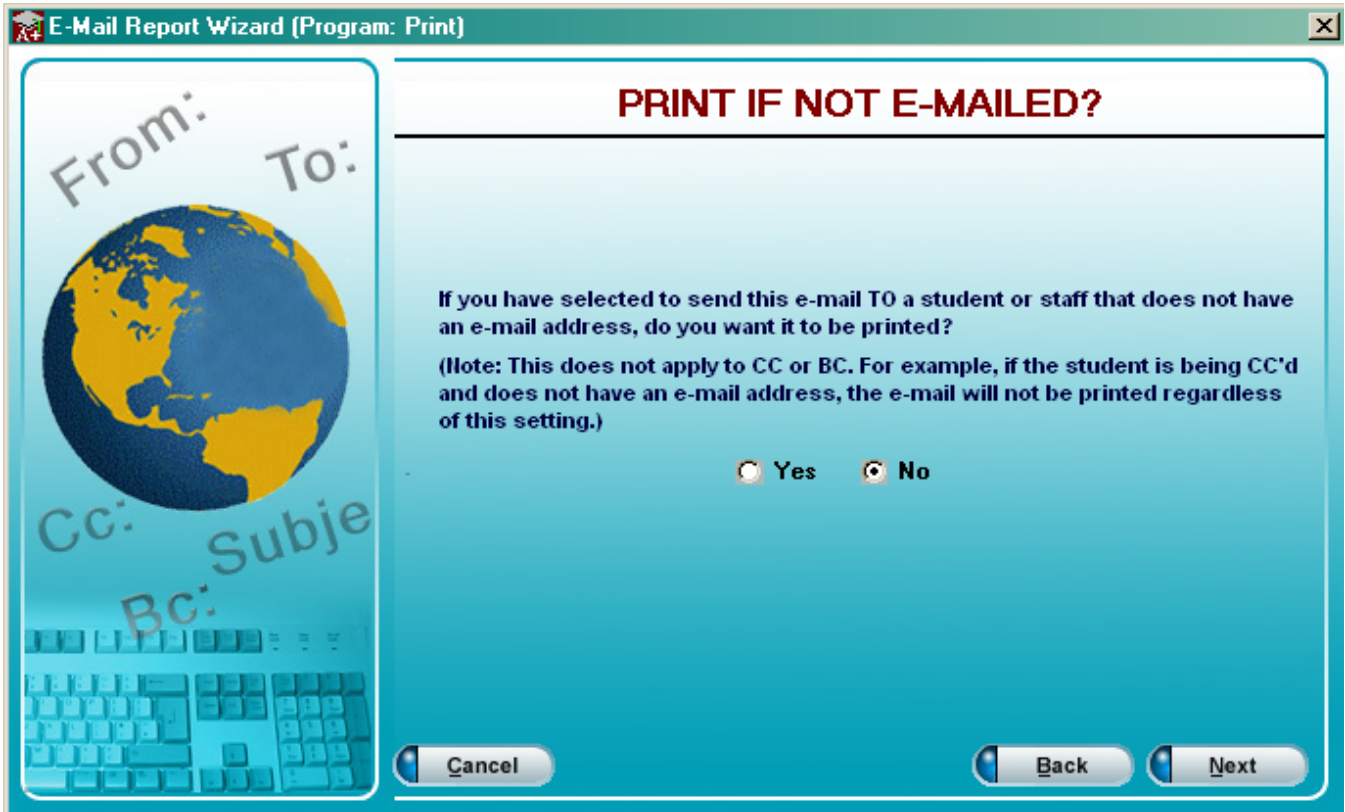
~FN~ (First Name)	~DATE~ (The current date)
~MN~ (Middle Name)	~TIME~ (The current time)
~LN~ (Last Name)	~SEX~ (“Son” or “Daughter”)
~GR~ (Grade Level)	~SX2~ (“He” or “She”)
~ID~ (ID number)	~HIS~ (“His” or “Her”)

For example, the subject of a tardy letter could be “*Your ~SEX~, ~FN~, was Tardy Today.*” This would display in the generated e-mail as “*Your daughter, Rachel, was Tardy Today.*” To display the current date for the e-mailed Attendance Bulletin, enter the subject as “Attendance Bulletin for ~DATE~.”

Use the  option to attach one or more files that should be sent to all recipients. File attachments added using the E-Mail Report Wizard will be saved with the report and sent each time that the report is generated and e-mailed. To add file attachments that are not saved, use the *Attach*, or *Attach to All* options available on the Send E-mail screen (see “Send E-mail” on page 21).

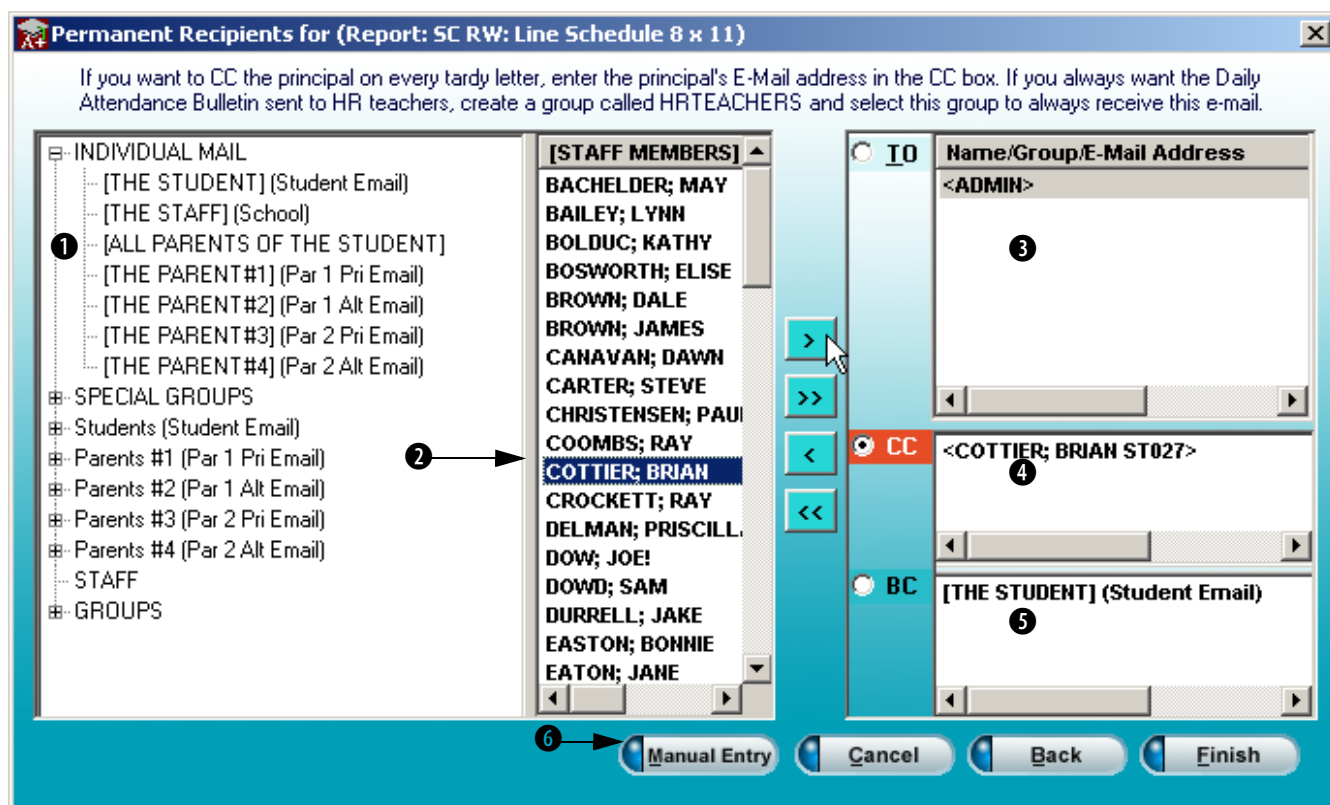
## 4) Choose to Print if Not E-mailed

Click the radio button labeled *Yes* if the report should be printed for those students or staff members who do not have an e-mail address. Administrator's Plus E-mail will search the e-mail address fields for the Permanent Recipients listed in the **TO:** line. If it does not find an e-mail address for any of the Permanent Recipients, the report for that student or staff member will print automatically.



## 5) Select the Permanent Recipients




Use the *Permanent Recipients* screen to select the e-mail addresses to be filled in for the *TO*, Carbon Copy and *Blind Copy* lines of the generated e-mail. You may choose to address the e-mail using any of the e-mail addresses stored in the Data Base Plus **Address** program. First, click on the *TO*, *CC*, or *BC* address window button on the right. Populate the address window using the drop-down categories on the left, clicking the arrow buttons to move selections back-and-forth. From the middle *Members* column you select e-mails of *Individual* students and staff. The Permanent Recipients screen also allows you to select emails from individual *Categories* of addresses, e.g. [The Student], as well as from different *Groups* of student, parent and staff emails pulled from all categories of addresses (e.g.<Teachers>). These settings will be saved and used each time that you e-mail the report.




- 1 E-mail Address Categories:** The left-most window displays categories of student and staff e-mail addresses stored in the e-mail fields of the Data Base **Address** program. The number of categories displayed in this area of the address book is determined by the number of student and parent e-mail address fields defined in the Initial Setup Wizard. The name of the Data Base Plus **Address** field used for each category appears in parentheses. To expand the category, click the [+]  
symbol. The default e-mail address categories include:

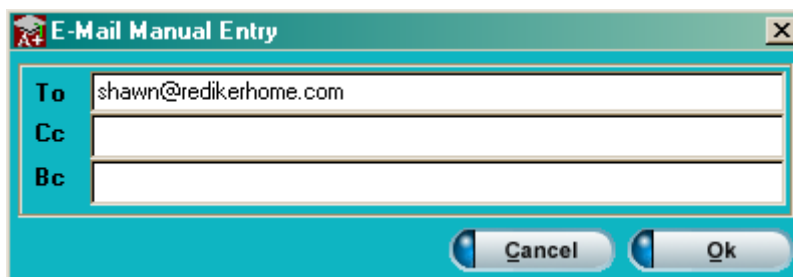
- a. **Individual Mail:** Used to address **Student/Staff-type** e-mails to one of the following individual categories: *The Student*, *The Staff* member, *The Parent*, and/or *All Parents of the Student* for whom the report was generated.
- b. **Special Groups:** Used for **Generic-type** reports and **QuickMail**. The Special Groups options include: *All Students*, *All Parents* or *All Staff* e-mail addresses. For example, to send a QuickMail announcement to the Parent #1 e-mail address for all students, choose **All Parent [Parent #1 E-mail]**. To send the attendance bulletin to all staff members, choose **All Staff**.
- c. **Students, Parents and Staff Address Fields:** Used to display *Individual* recipients to be selected for the **TO:**, **CC:** and/or **BC:** addresses lines of an e-mail. One category is displayed for each Data Base Plus **Address** field used for storing student and staff e-mail addresses. For example, the category **Student [Student E-mail]** contains the e-mail addresses listed in the field labeled “Student E-mail” (the primary student address field selected using the E-mail Initial Setup Wizard). When you click on an **Address** field category for students, each grade level will appear below the field name. Clicking a grade level will cause the individual students within that grade level to be listed in the *Member* selection area (center window). Clicking *Staff* will cause the individual staff names to appear in this same area. Moving an individual student or staff name from the Member area to the **TO:**, **CC:** and/or **BC:** address window will cause the report to go to the email address stored in the selected Data Base Plus field category for the specified student or staff.

② **Member Selection Window:** Used to move individual recipients from the highlighted category into the **TO:**, **CC:** and/or **BC:** address lines of an e-mail.

- a. To move the individual recipient or group addresses into the **TO:**, **CC:** and/or **BC:** field windows click the radio button next to the desired box.
- b. Select the desired e-mail address field by highlighting it and clicking 
- c. Select all available e-mail address fields by clicking 
- d. Deselect any field in the **TO:**, **CC:** or **BC:** windows by highlighting it and clicking 

e. Deselect all fields in the **TO:**, **CC:** or **BC:** window by choosing the radio button next to the appropriate field and clicking 

- ③ **TO: Address Window** contains a list of the primary e-mail addresses to which the report will be sent.
- ④ **CC: Address Window** contains a list of the e-mail addresses to which a “carbon copy” the report will be sent.
- ⑤ **BC: Address Window** contains a list of the e-mail addresses to which a “blind copy” of the report will be sent (other recipients won’t see any BC: addresses in their delivered e-mail).
- ⑥ **Manual Entry** allows you to enter and save e-mail addresses that are not stored in a data base field. The manually entered addresses will be saved and used each time the report is e-mailed.

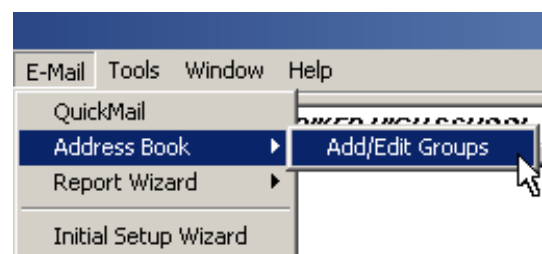


## Customized E-Mail Groups



The Supervisor can create customized *Groups* that may be used by all users to address any e-mail. Saved groups are accessible from the E-mail Report Wizard’s *Permanent Recipients* screen, as well as the *Address Book*. Create customized groups for specific emails that need to go to many different types of recipients. For example, a *Teacher* group including all teaching staff can be used for the Attendance Bulletin, Grade Distribution Reports and Section Rosters. A *PTO* group including all teachers and parents can be used for Parent/Teacher Organization announcements or meeting notes.

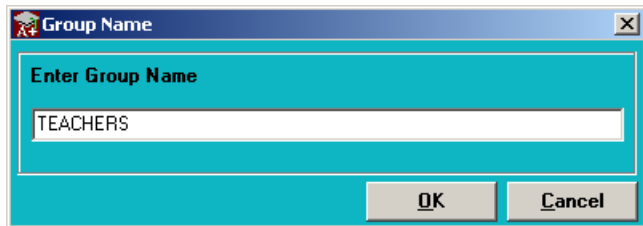
## Define & Edit E-mail Groups

- ① From the Administrator’s Plus toolbar, click ***E-Mail***  
⇒ ***Address Book*** ⇒ ***Add/Edit Groups***.

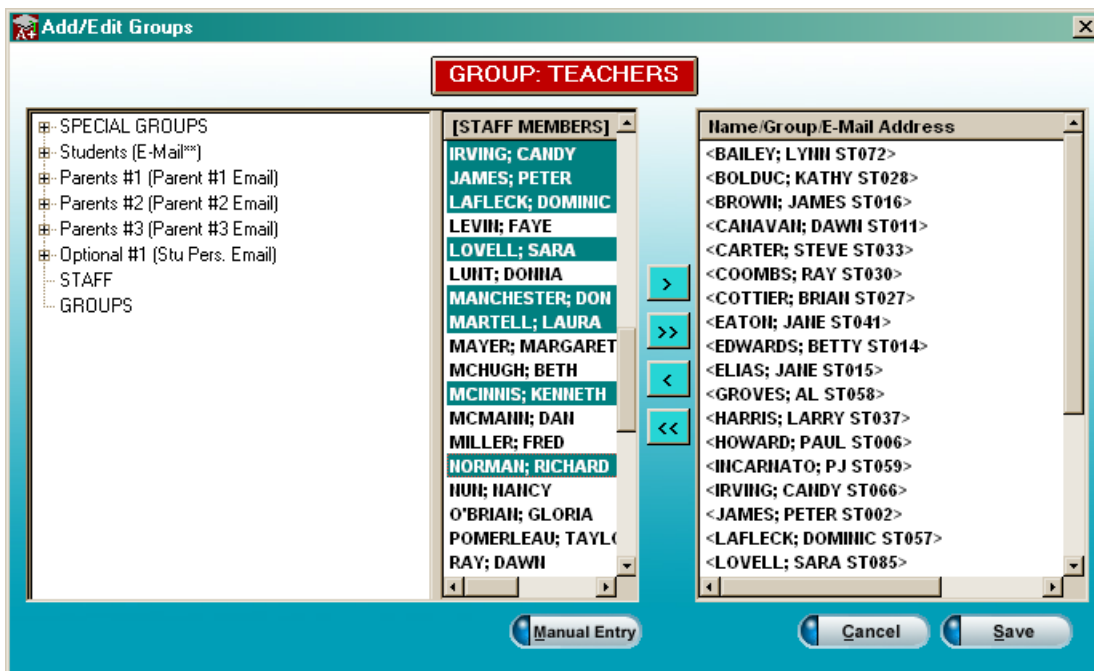



2 The *Groups List* window (right) will appear. Any currently defined e-mail groups are listed in the *Groups List* window.


3 To create a new e-mail group, click  Enter a group name, and click the  button to save the group.



4 Use the Address Category drop-down lists (left) to populate the Members selection area (middle) from which you may choose the individual members in the new group (right).



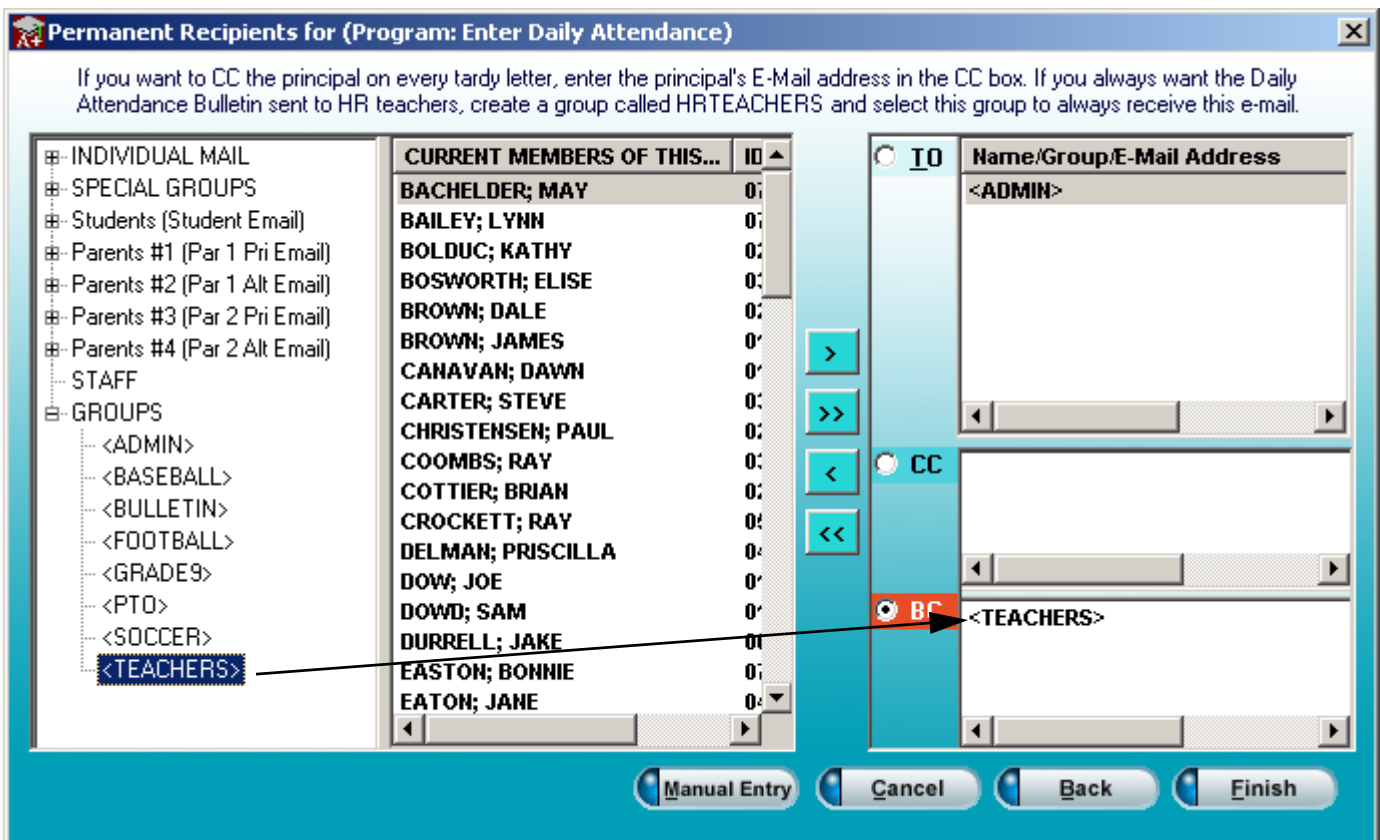
5 To edit an existing group, highlight the group name and click .

6 To delete an existing group, highlight the group name and click .

- 7 To rename an existing group, highlight the group name and click **Rename**
- 8 To copy an existing group and save it under a new name, highlight the group name and click **Copy (Save As)**
- 9 To exit the *Group List* window, click **Exit**

## Address E-mail to a Customized Group

Users can address an e-mail to a customized group from either the Permanent Recipients screen (saved) or the Address Book (used for the current e-mail).



- 1 Click the *Groups* category header on the left-hand side of the Address Book to view the list of available groups inside the Name/Group/E-Mail ID window.
- 2 To select a group for the **TO:**, **CC:**, or **BC:** addresses of the e-mail, click the radio button to the left of the appropriate recipient field window, and then double-click the group name.
- 3 To unselect a group from the **TO:**, **CC:**, or **BC:** addresses of the e-mail, click the radio button to the left of the appropriate recipient field window and double-click the group name.



# Send E-mail

In order to send a report as e-mail you must enable the report's *Print Preview* option. This option can be found in the specifications for the particular report or program. For example, if you wish to e-mail the daily attendance bulletin, go to the Enter Daily Attendance **Print Specifications** and set *Specification 6) Print Preview* on page 2 to **Yes**. The option to send a report as an e-mail is available inside the print preview screen for the report (see below).

**REDIKER HIGH SCHOOL**

**DAILY ATTENDANCE**                      **School Day #138**                      **SATURDAY 11-16-2002**

<p><b>GRADE 9</b> =====</p> <p>Brill; Jonathan A *1* Gibbons; James A *1* Lasselle; Nickie A *1* Vigante; Leaba A *1* Watkins; Gregory T HR Woodworth; Uesle A *1*</p> <p>ABSENT: 5 TARDY : 1 DISM : 0</p> <p><b>STAFF</b> =====</p> <p>Fitzgerald; Jame McInnis; Kenneth White; Jim</p>	<p><b>GRADE 10</b> =====</p> <p>Boutin; Tina A *1* Broom; Beth A *1* Chute; Nick T HR Crawford; Michael A *1* Hancock; Geoffire T HR Letarte; Jessie A *1* Rogers; Dana A *1*</p> <p>ABSENT: 5 TARDY : 2 DISM : 0</p> <p><b>NURSE DISMISSALS</b> =====</p>	<p><b>GRADE 11</b> =====</p> <p>Boutilier; Justi T HR Caravola; Jason T HR Edwards; Dick A *1* Eldridge; Jacki A *1* LeTouraine; Hie A *1* McDonald; Molly A *1* Nguyen; Trip A *1* Vaughan; Christo A *1* Works; Arrin A *1*</p> <p>ABSENT: 7 TARDY : 2 DISM : 0</p> <p><b>CORRECTIONS &amp; MESSAGES</b> =====</p>	<p><b>GRADE 12</b> =====</p> <p>Abbott; Jeremiah T HR Lasselle; Millie T HR Gilbur-Lamberto T HR</p> <p>ABSENT: 0 TARDY : 3 DISM : 0</p>
--	--	--	--

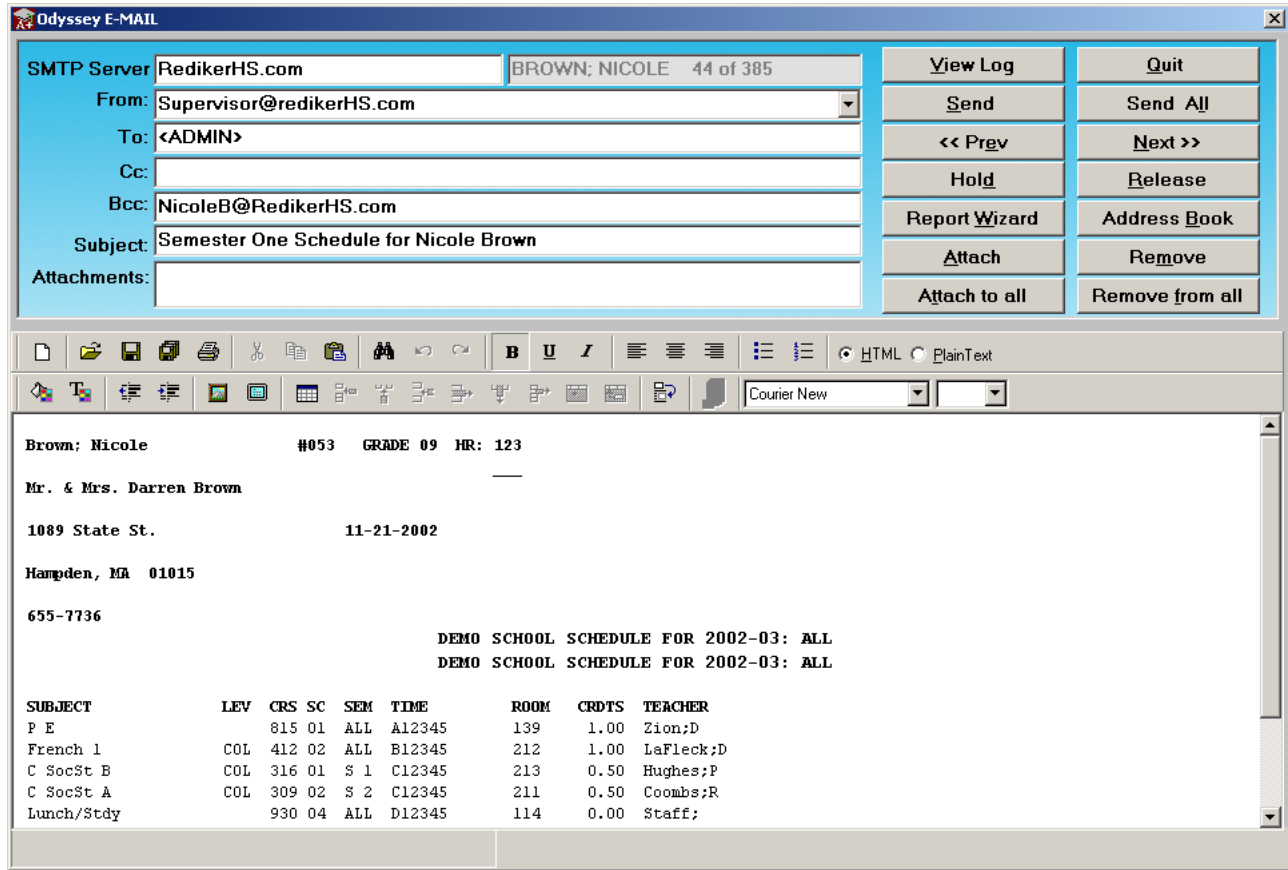
**Click or Press F11 to E-mail**


Zoom Percentage 100% WholePageView [F2] Export [F10] Page 1 of 1

Go to Page Zoom In Zoom Out Find Copy Page to clipboard Help Print [F9] Close E-Mail [F11]

When you click the *E-MAIL* button, Administrator's Plus will generate one or more e-mails determined by the e-mail settings for the report. For example, if you have generated a *Section* type report, one e-mail will be created per section, and each e-mail will be addressed to the assigned teacher for that section.

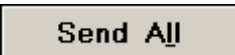
# The Generated E-mail Screen



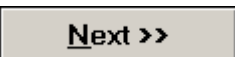
 If you wish to add e-mail recipients not available in the Address Book, you may type them in manually at this time. You may also add or edit the saved **SUBJECT:** inside the Send E-mail screen.

 displays the E-mail Log which lists each recipient of the e-mail along with e-mail addresses and any errors that occurred.

 sends the current e-mail.

 sends all e-mails at once (for reports where multiple e-mails are generated).

 scrolls to the previous e-mail.

 scrolls to the next e-mail.

**Report Wizard** opens the E-mail Report Wizard so that you can view or change saved e-mail settings for this report.

**Address Book** opens the Address Book so that you can view or change the recipients for the currently generated e-mail. Address Book settings are *not saved* with the report.

**Hold** prevents the currently viewed e-mail from being sent.

**Release** reverses the action of the **Hold** button.

**Attach** allows you to browse for and select one or more file attachments for the current e-mail message.

**Remove** removes the highlighted attachment.

**Attach to all** allows you to browse for and select one or more file attachments for *all* e-mails (for reports where multiple e-mails are generated).

**Remove from all** removes the highlighted attachment from *all* e-mails (for reports where multiple e-mails are generated).



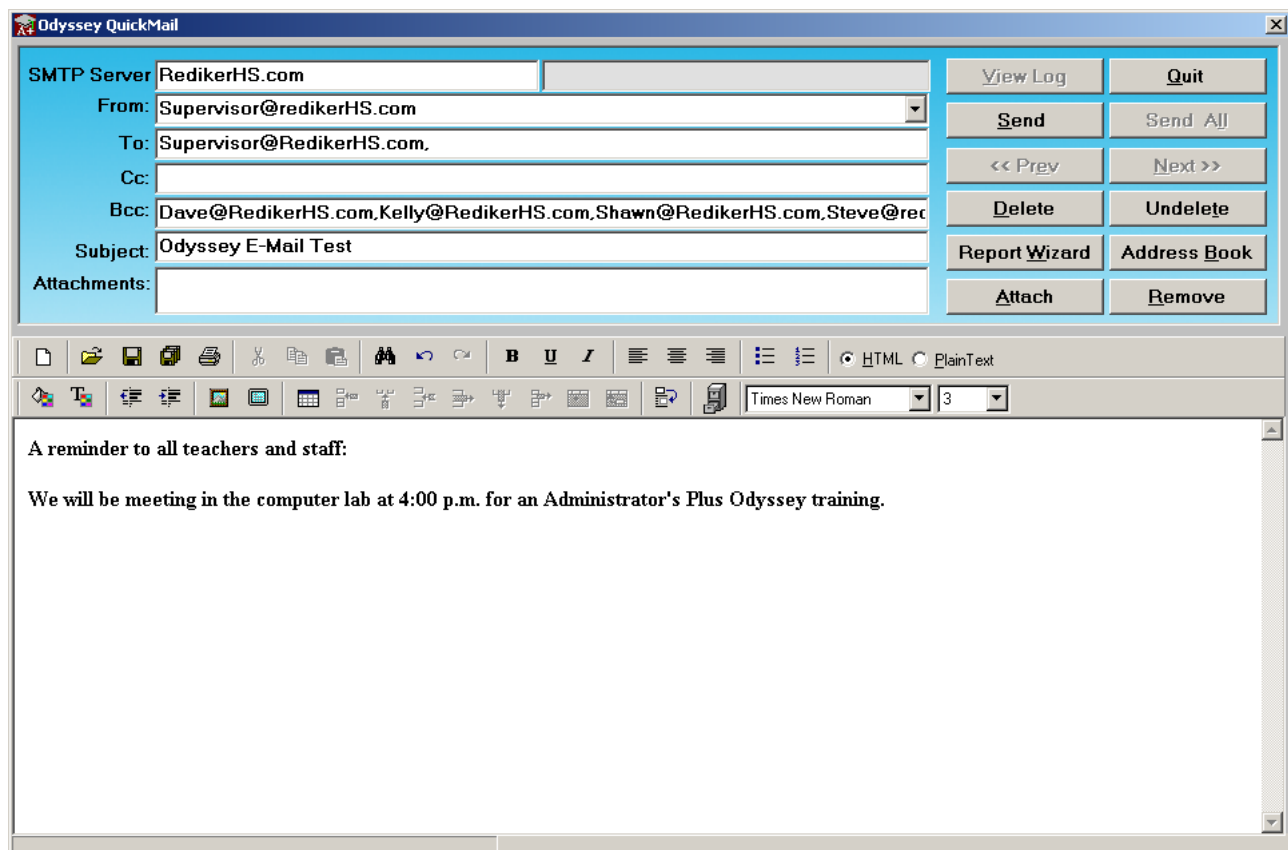
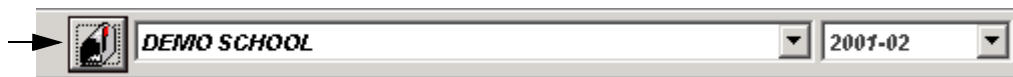
# QuickMail


Administrator's Plus *QuickMail* allows you to compose original messages, such as notices to students, that can be addressed manually or using the Administrator's Plus E-Mail Address Book.



When you generate either *QuickMail* or *Generic* e-mail, one e-mail is sent to all recipients listed in the *TO:* field. This means that when the e-mail is sent to a student, parent or staff member, each recipient will be able to view e-mail addresses of all other recipients. Consequently, if you wish to preserve the confidentiality of the e-mail addresses stored in your database, the e-mail field of the desired recipients should be entered in the *BC:* line. The e-mail **MUST** have an address listed in the *TO:* line, so we suggest you enter a general school e-mail address.

- 1 From the Administrator's Plus toolbar, click the mailbox icon located to the left of the school name, or click **E-Mail** ⇨ **QuickMail** using the drop-down menu. A blank e-mail will appear on the screen.



- ② Click *Address Book* to select the desired recipients for the QuickMail message.
- ③ If you wish to add e-mail recipients not available in the Address Book, you may type them in manually. You may also add a ***SUBJECT:*** or edit the saved subject inside the Send E-mail screen.
- ④ Compose the e-mail and then click 



**If you have defined e-mail groups in your school's primary e-mail software, you may use these group names in the *TO:*, *CC:*, or *BC:* address lines for any e-mail.**

---