

# Emailing from Aspen

## Send Email

Whenever you are on a person-based list in Aspen, such as the Student List or Staff List, you can send:

- a mass email to everyone on the list.
- an email to a selected group on the list.
- an email to one person on the list.

Note that you can also send reminders, announcements, and alerts via text using the free Follett Notifications app.

### To send an email from a person-based list:

1. Go to the list containing the records of the people you want to send the email message to.

**Note:** You can narrow down this list of records by using **Show Selected**, **Omit Selected**, a query, a filter, or a snapshot. Note the number of records in the record counter.

2. From the **Options** menu, click **Send Email**. The Mass Email pop-up appears:

From: Administrator, System <mpadua@gmail.com>

To:

Ferragamo, Mar	X	Johnson, Nmn	X	Eaton, James	X	Twiraga, Qing	X
Dasilva, Anthony	X	Zwerle, Jessica	X	Perry, Tyler	X	Dalrymple, Dallas	X
Stavros, Oliveira	X	Sanborn, Aidan	X	Caron, Erik	X	Palmer, Catharine	X
Boulet, Stewart	X	Duggan, Lilly	X	Kent, Michael	X	Finkley, Adam	X

Total Recipients: 565

Include Primary Email Address  
 Include Alternate Email Address

Bcc: \_\_\_\_\_


Subject: \_\_\_\_\_

Attachment:

Font: \_\_\_\_\_ Size: \_\_\_\_\_ Format: \_\_\_\_\_ **A** **A** **B** **I** **U** **x** **x** **I**

3. Use the following table to fill in the fields:

Field	Description
<b>From</b>	This address is the primary email address listed in your user preferences.
<b>To</b>	<p>The names of the recipients who will receive the message appear.</p> <p><b>Note:</b> If you click Send while there are no addresses in the To field, an error message appears. This can occur if you manually delete all addresses by clicking the x in the corner of each address, for example, or if you open the Mass Email pop-up after creating a query that returns no results.</p>
<b>Students Contacts Teachers</b>	<p>Use these checkboxes to select or deselect students, their contacts who opt to receive email (according to the student contacts details page), and their teachers as recipients of the email.</p> <p><b>Note:</b> Within a subset of email addresses, you can delete a particular address by clicking the x in the corner. The Total Recipients number updates accordingly.</p>
<b>Include Primary Email Address</b>	<p>Select this checkbox if you want to send your email to the primary email address(es) of the recipient(s) included in the To field.</p> <p><b>Note:</b> This checkbox might be selected by default, depending on your district's communication preferences.</p>
<b>Include Alternate Email Address</b>	<p>Select this checkbox if you want to send your email to the alternate email address(es) of the recipient(s) listed in the To field.</p> <p><b>Note:</b> This checkbox might be selected by default, depending on your district's communication preferences.</p>
<b>Subject</b>	Type a subject for your email message.

Field	Description
Attachment	If you want to attach a file to your message, click Choose File to navigate to the file you want to send.
Text box	<p>Type your message inside the text box. A rich text editor provides the following formatting options:</p> <ul style="list-style-type: none"> <li>• Font</li> <li>• Font size</li> <li>• Formatting, including bold and italics, bullets and numbering</li> <li>• Color</li> <li>• Hyperlinks and images</li> </ul> <p><b>Note:</b> To insert an image, click . In the URL field, copy and paste the URL of the image. Then click OK.</p>

4. Click **Send**. Aspen asks if you are sure you want to send this message.
5. Click **Yes** or **No**. If you click yes, a progress meter appears.

**Note:** There are only two direct recipients of your email message -- the sender and the district's incoming email address. Everyone else on the list is blind carbon copied (Bcc'd). If you would like a copy of the message, you need to type your email address in the **Bcc:** field.

## Send an Email to Group Members

Whether your group or Page is for the high school chorus, j.v. soccer team, or English department faculty, it is likely that at some point you will want to send members an email. You can send your message to all or just some of the group members.

### To send an email to group/Page members:

- Log on to the District view. Click the District tab, then the **Groups** side-tab.
- Log on to the Intermediate Organization view. Click the associated tab, then the **Groups** side-tab.
- Log on to the School view. Click the **School** tab, then the **Groups** side-tab.
- Log on to the Staff view. Click the **My Info** tab, then the **Groups** side-tab.

2. Select the checkbox of the group you want to work with.
3. On the **Groups** side-tab, click **Members > People**.
4. On the **Options** menu, click **Send Email**. The following pop-up appears:

5. Use the following table to fill in the fields.

Field	Description
<b>From</b>	This field shows you the email address that the message will be sent from.  <b>Note:</b> This is set up in your district email preferences.
<b>To</b>	The list of recipients of the email message appears.  <b>Note:</b> Click the <b>X</b> next to a person's name to remove them from the list. It is not possible to add recipients.
<b>Include Primary Email Address</b>	Select this checkbox if you want to send your email to the primary email address(es) of the recipient(s) included in the To field.  <b>Note:</b> This checkbox might be selected by default, depending on your district's communication preferences.

Field	Description
<b>Include Alternate Email Address</b>	<p>Select this checkbox if you want to send your email to the alternate email address(es) of the recipient(s) listed in the To field.</p> <p><b>Note:</b> This checkbox might be selected by default, depending on your district's communication preferences.</p>
<b>Subject</b>	Type a subject for your message.
<b>Attachment</b>	If you want to attach a file to your message, click <b>Browse</b> to navigate to the file you want to send.
<b>Text box</b>	Click in the text box to compose your message. Use the rich text formatting tools, if desired.

6. Click **Send**.

**Note:** There are only two direct recipients of your email message -- the sender and the district's incoming email address. Everyone else on the list is blind carbon copied (Bcc'd). If you would like a copy of the message, you need to type your email address in the **Bcc:** field.