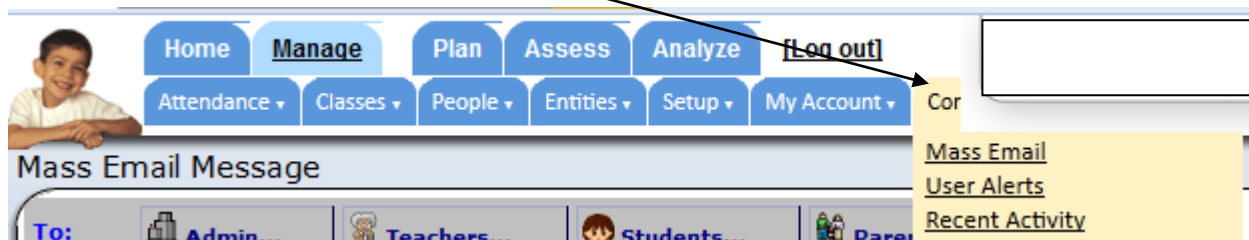
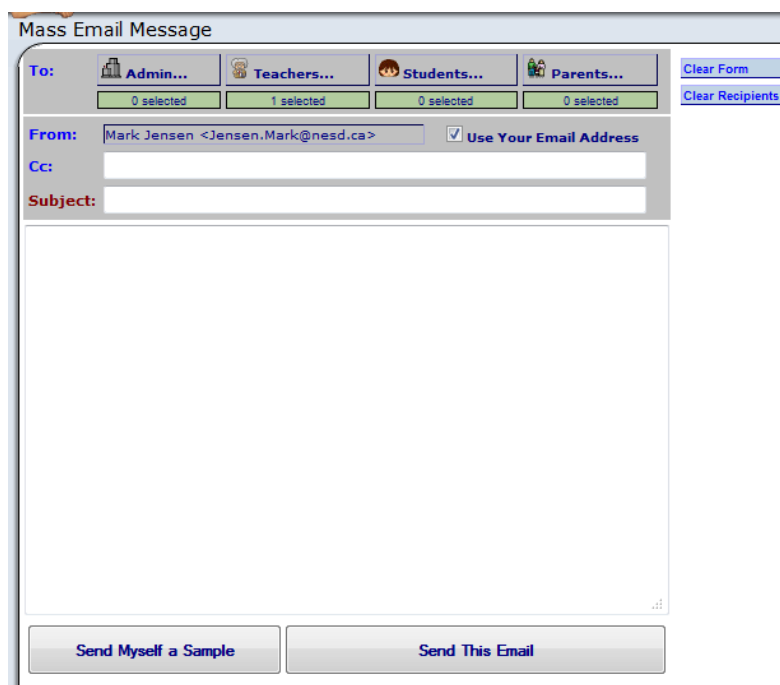


# How to Send a Mass Email Through SA?

**Step 1:** Select Manage > Communication > Mass Email



**Step 2:** Select your target audience by clicking on the appropriate category and making the desired choices at each level.

A screenshot of the 'Mass Email Message' form. The 'To:' field is expanded to show four categories: Admin..., Teachers..., Students..., and Parents... with selection counts (0 selected, 1 selected, 0 selected, 0 selected). The 'From:' field is filled with 'Mark Jensen <Jensen.Mark@nesd.ca>' and has a checked 'Use Your Email Address' checkbox. The 'Cc:' and 'Subject:' fields are empty. The body of the email is a large empty text area. At the bottom, there are two buttons: 'Send Myself a Sample' and 'Send This Email'.

**Step 3:** Type in a Subject heading.

**Step 4:** Type in the body of your email below the Subject heading.

**Step 5:** Send (either Myself or to your selected audience).

**Note:** Only email addresses that have been entered into Maplewood will appear in StudentsAchieve.