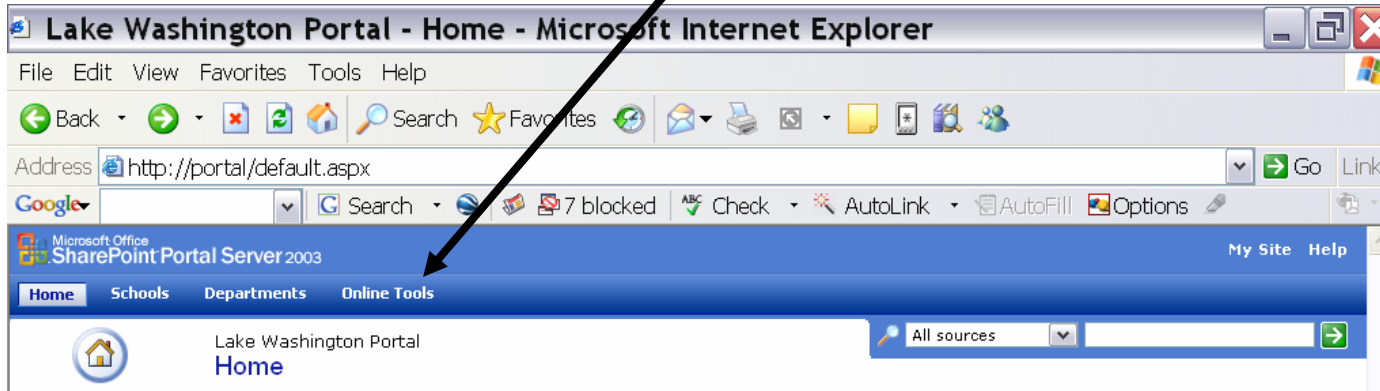
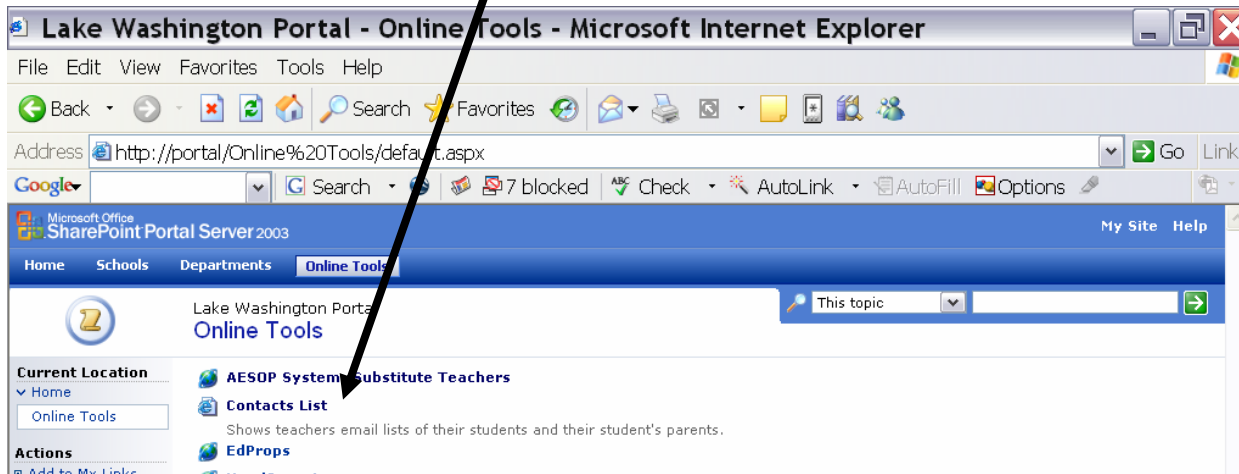


Sending an Email to Parents Using the Portal List

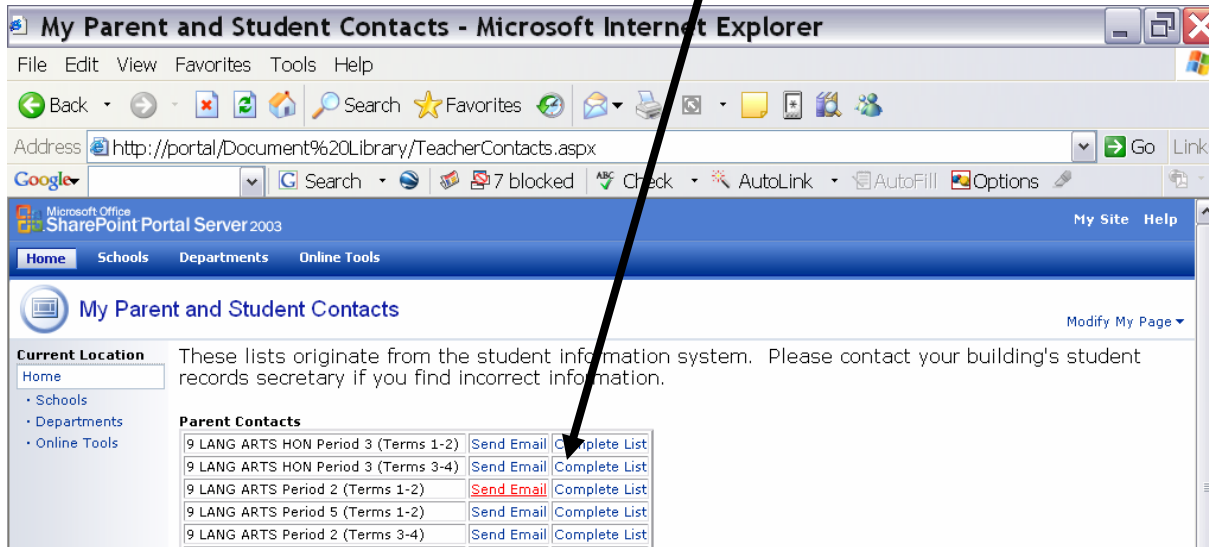
1. Go to the Internet and enter “Portal” into the address bar. This is assuming you are at school.
2. Click on “Online Tools” on the menu bar.



3. Click on “Contacts List.”



4. Select a class and click on “Send Email.”



5. Type your OWN address or name into the “To” option. This will send a copy of your email to yourself. The rest of the addresses will automatically be placed into the “Blind Carbon-Copy” section. Type your message and click “Send.”

