

Directions for Sending E-Mail Attachments via



Principals and Secretaries...

If parents have their email addresses in JPAMS/WebPams then you can use your SchoolMessenger to send them an email with attachments all at one time. Here are the directions to accomplish that.

- 1) Login to SchoolMessenger
- 2) Click on "Dashboard"
- 3) Click on "New Broadcast"
- 4) Type In " Subject" and Select "Type of Broadcast" (General Announcement)
- 5) Click on "Add Message Recipient List" to select your list
- 6) Click on "Continue"
- 7) Select "EMAIL"
- 8) Body "Attach Files" up to 2mb
- 9) Type in the your "Introductory Message"
- 10) Click "Save Email Message"
- 11) At this point if there is a saved message , Click "Load Saved Message" or
- 12) Continue
- 13) Select "Send Now or Schedule to Send Later"

If your parents don't have their email addresses in JPAMS/WebPams encourage them to go to the [Student Progress Center](#) and update their information there.

If you have any problems call Robert Morgan at 985-748-2530 for assistance or email him at Robert.morgan@tangischools.org