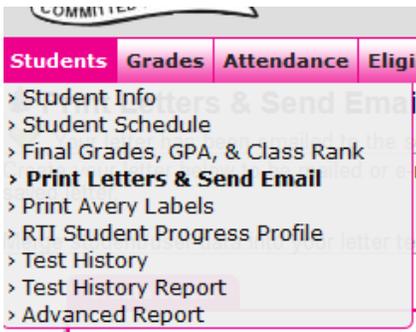
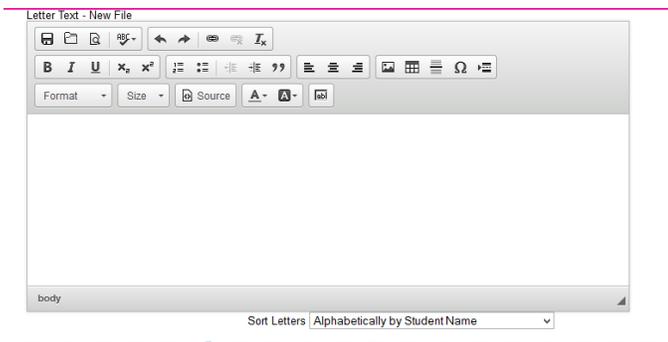


## How to Send Emails to Parents in Focus

Click on Students and then Print Letters and Send Email



The next screen will allow you to create the content for the body of your email.



Once you have finished creating your email look below the content box and you will see options to search for All Sections, check this box and then click continue.

Search All Sections  
 Search the Entire School  
 Include Inactive Students

On the next screen you will want to choose Send Emails for your Method. When you choose this the program will allow you to enter what you want the subject of the email to be. It also allows you to enter an email address to be CC'd and choose if you want a copy sent to yourself. You also have the option to attach a file. You can attach up to 5 files.

**Print Letters & Send Email**

**Method:**  
 Print Letters  Send Emails

Email Subject:

CC:

Send a copy to myself (S[REDACTED]@[REDACTED].US)  
 Only CC first message  
[Attach file \(5 more\)](#)

After you have set this information then you must choose the recipient (Student, Parents, or One Parent). It is not recommended to use "One Parent" when sending emails.

There is also a check box that says "Add log entries for each student" This will add a "log" of the date, time, and content of the email sent on each student's record in Focus.

**Recipient:**

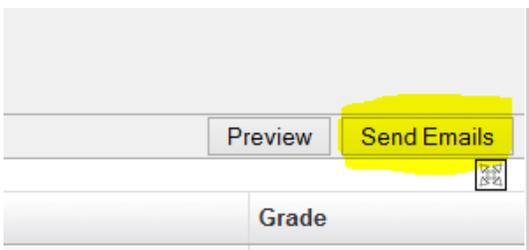
Student  Parents  One Per Family

Add log entries for each student

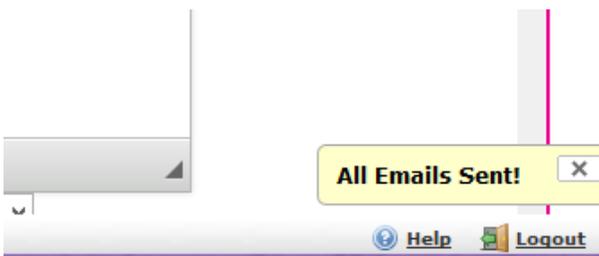
Under the add log entries check box there is a list of students. Check the boxes next to the name of the students you wish to communicate with.

139 Students				Preview	Send Ema
<input type="checkbox"/>	Student	Student ID	Grade		
<input type="checkbox"/>	[Redacted]	[Redacted]	09		
<input type="checkbox"/>	[Redacted]	[Redacted]	10		
<input type="checkbox"/>	[Redacted]	[Redacted]	09		
<input type="checkbox"/>	[Redacted]	[Redacted]	09		
<input type="checkbox"/>	[Redacted]	[Redacted]	09		
<input type="checkbox"/>	[Redacted]	[Redacted]	10		
<input type="checkbox"/>	[Redacted]	[Redacted]	09		
<input type="checkbox"/>	[Redacted]	[Redacted]	09		

When you have finished with this click the "Send Emails" button which is located on the middle right hand side of the screen.



Once the email is sent it takes you back to the original Print Letters and Send emails screen. On the bottom right you will see a little box that says "All Emails Sent"



Sometimes you will get a list of a few emails that didn't send. This is usually because the student doesn't have parent emails in Focus or they are formatted incorrectly. If this happens, please feel free to forward this information to help desk and include the list of student's whose emails weren't sent.