

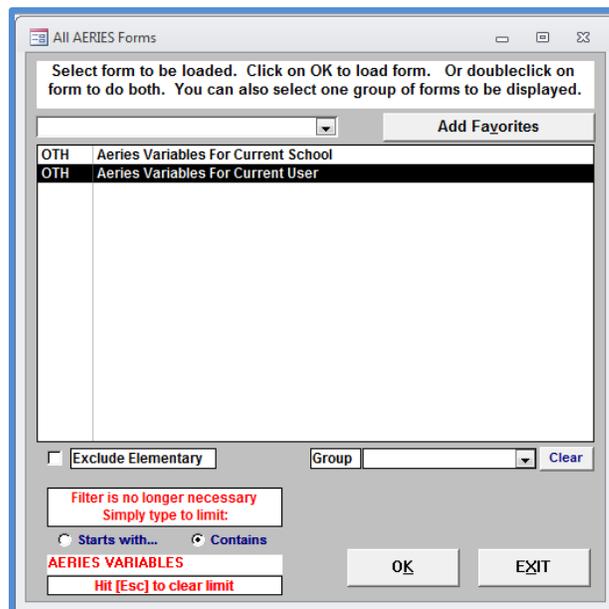
How to Email Parents

Below is a “How To” for when you want to send an email to a specific group of parents and the ListServe isn’t an appropriate choice. You can use this to send an email to parents of a specific section, teacher, or grade level. By using this method you will be emailing all parent contacts associated to the student. You will use the Aeries Email function to access the email addresses, and then copy and paste them into your Outlook email. If at any point you have questions, please feel free to call Operations at extension 5150.

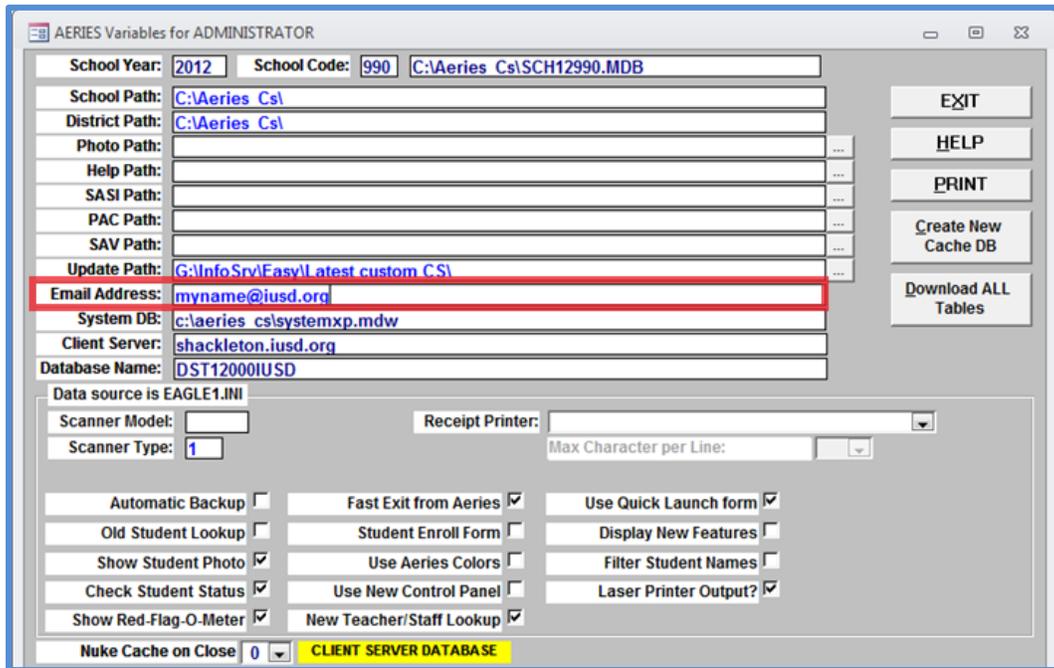
1. In order to use the Aeries Email function, you must first set some variables. This is a one-time set-up so if you have used this function before, please skip ahead to step 5.
2. On your main Aeries screen, click on “View all forms”.



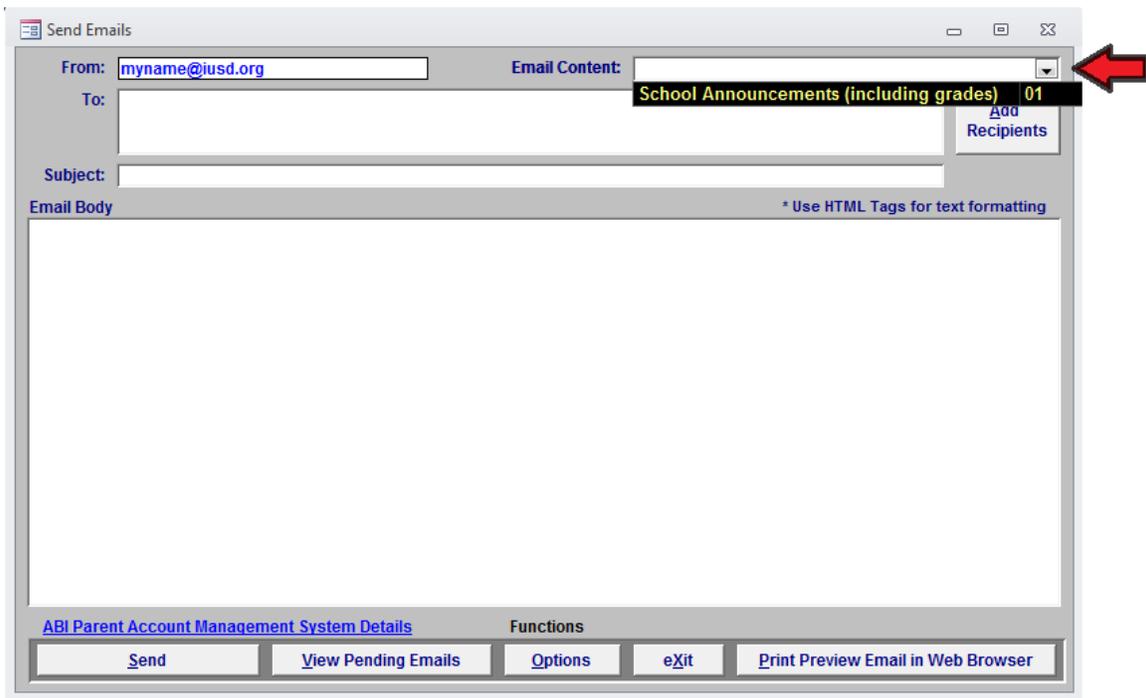
3. Start typing “Aeries Variables” and select “Aeries Variables for Current User”.



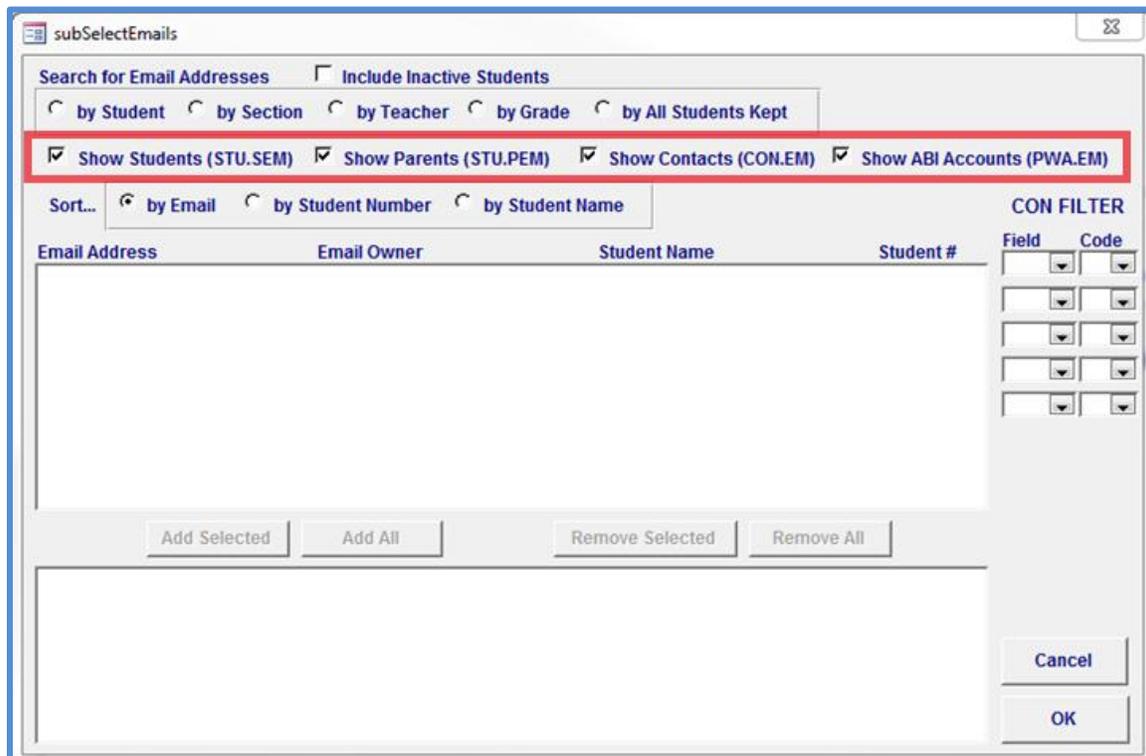
- The screen below will open up. On the line “Email Address”, please type in your Outlook IUSD email address. Once finished, click “Exit”. This is a one-time set-up; you will not need to do this step in the future. Please do not change ANY other settings or you may disable your access to Aeries.



- Once you have exited the Variables screen, you will return to “View all forms”. Please clear the filter by hitting ESC, and then typing “Email”. Click on “Send Emails” and click “OK”. The Send Emails screen (shown below step 6) will open. The following steps apply each time you want to send an email through Aeries.
- The “Send Emails” form looks like a typical email box, but there are some differences. The first field is called “Email Content”. This is a drop down box and you are required to make a selection. There is only one option “School Announcements”.

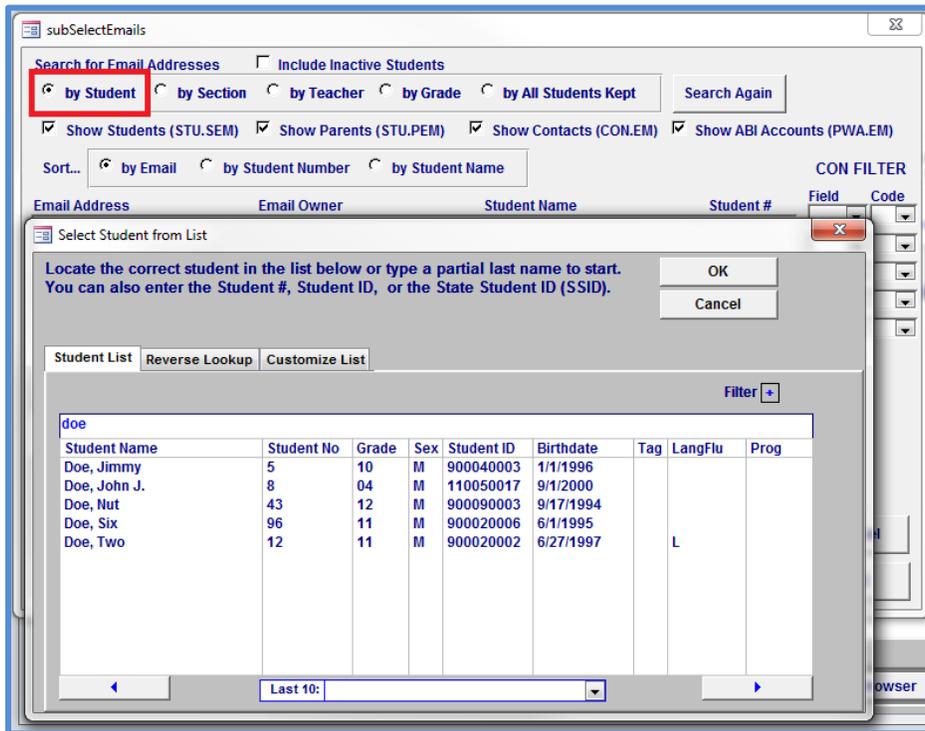


- Click on “Add Recipients”. A new screen will open so you can select the recipients of your email. In the second row, select which type of email addresses you want. If you want students and parents, please check all 4 of them. If you want all parent/guardian contacts only, uncheck students and leave the other three checked.

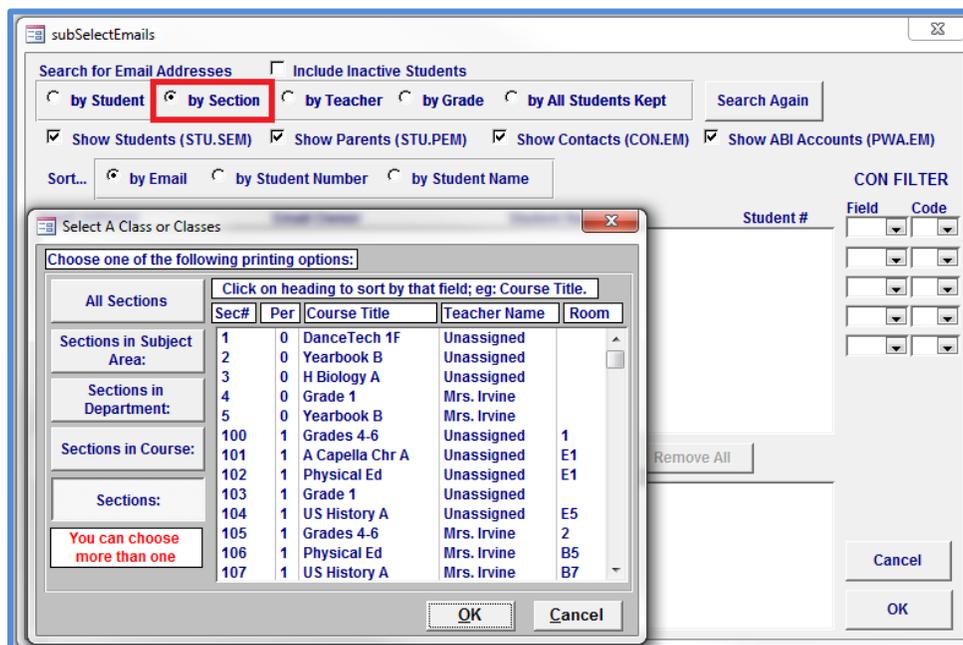


8. You are now going to select the recipients of your email. You have five options: Student, Section, Teacher, Grade, or All Students Kept. Below will show examples of how you can search.

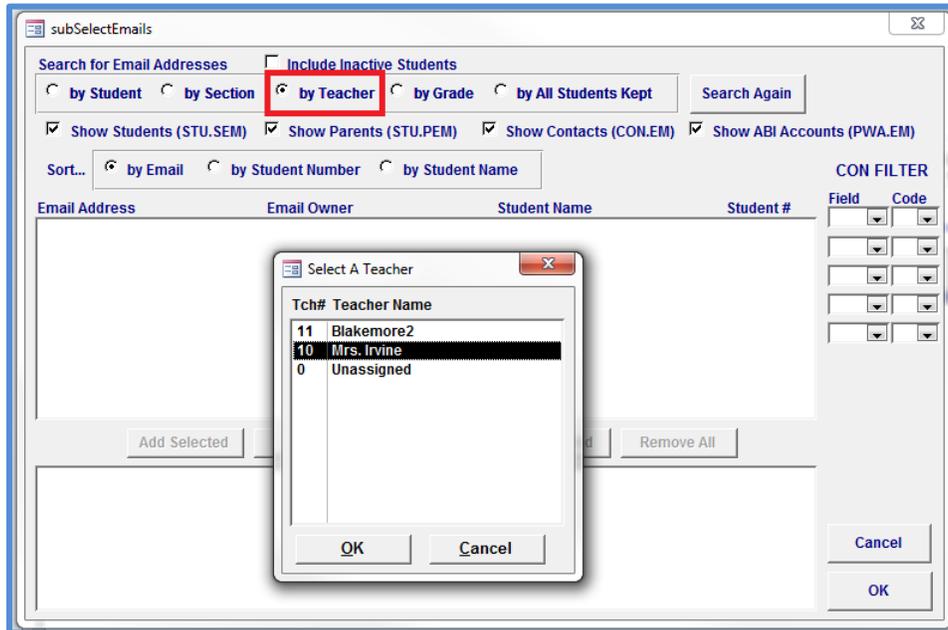
BY STUDENT: Type in the name of the student and select OK.



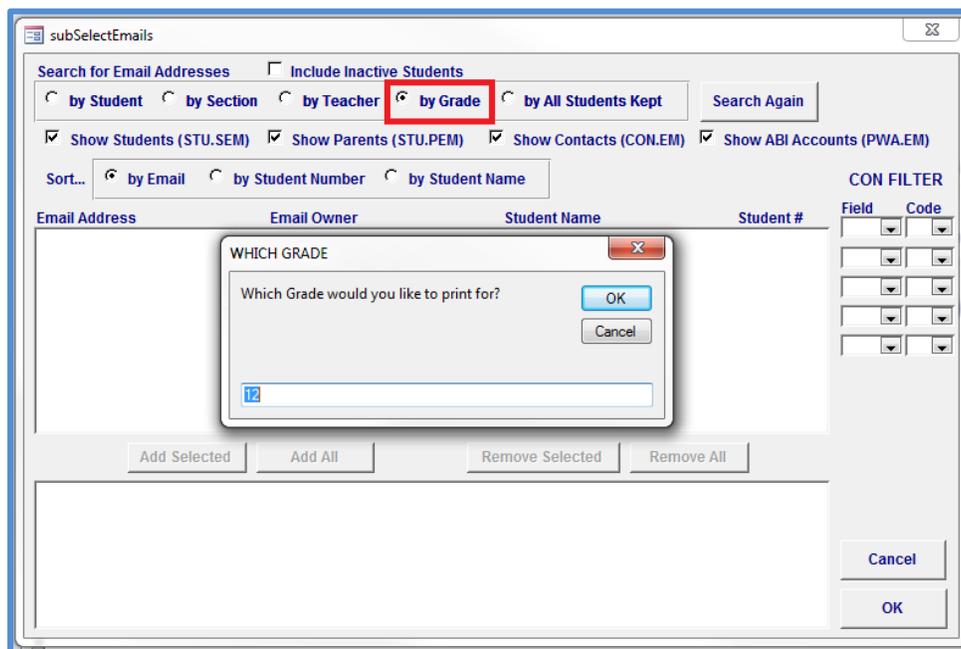
BY SECTION: Choose which section you would like and click OK.



BY TEACHER: Select the teacher you would like and click OK.

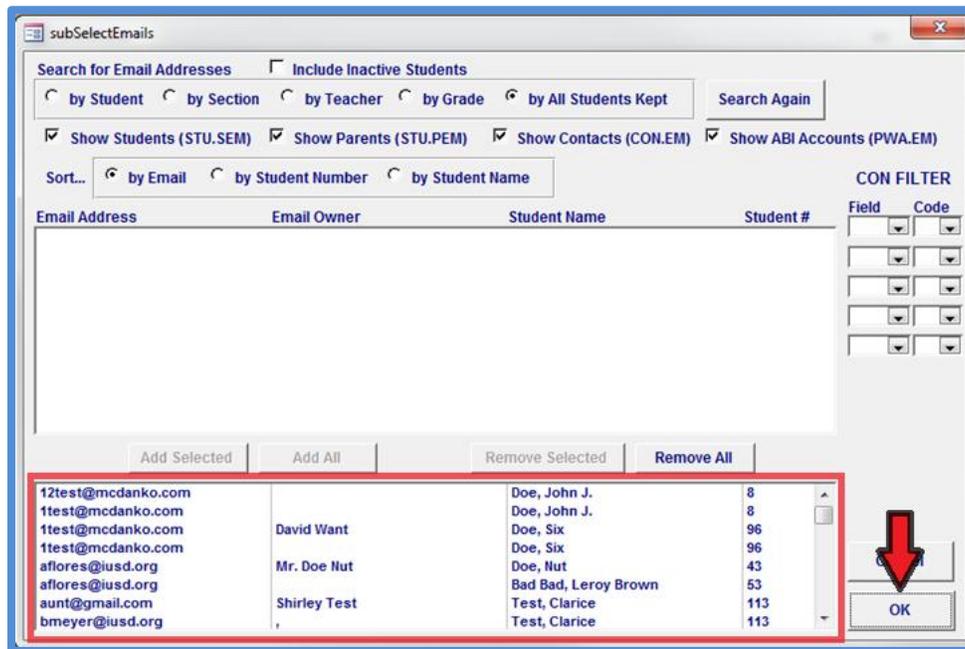


BY GRADE: Select the grade you would like and click OK.

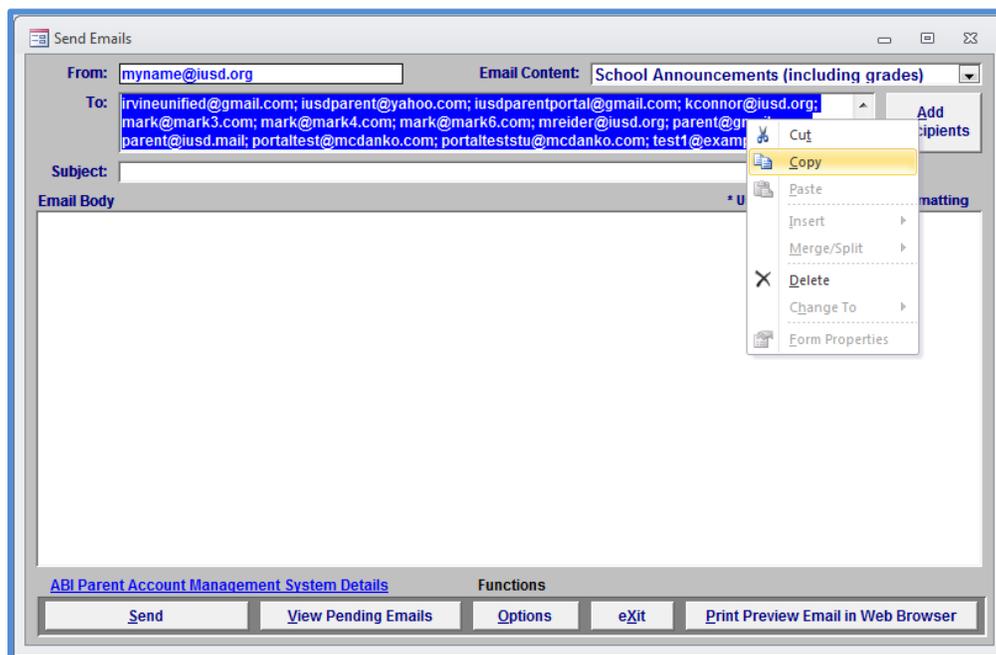


BY ALL STUDENTS KEPT: If you used a KEEP query, this will honor it. If no KEEP query was used, this will select all students at your school.

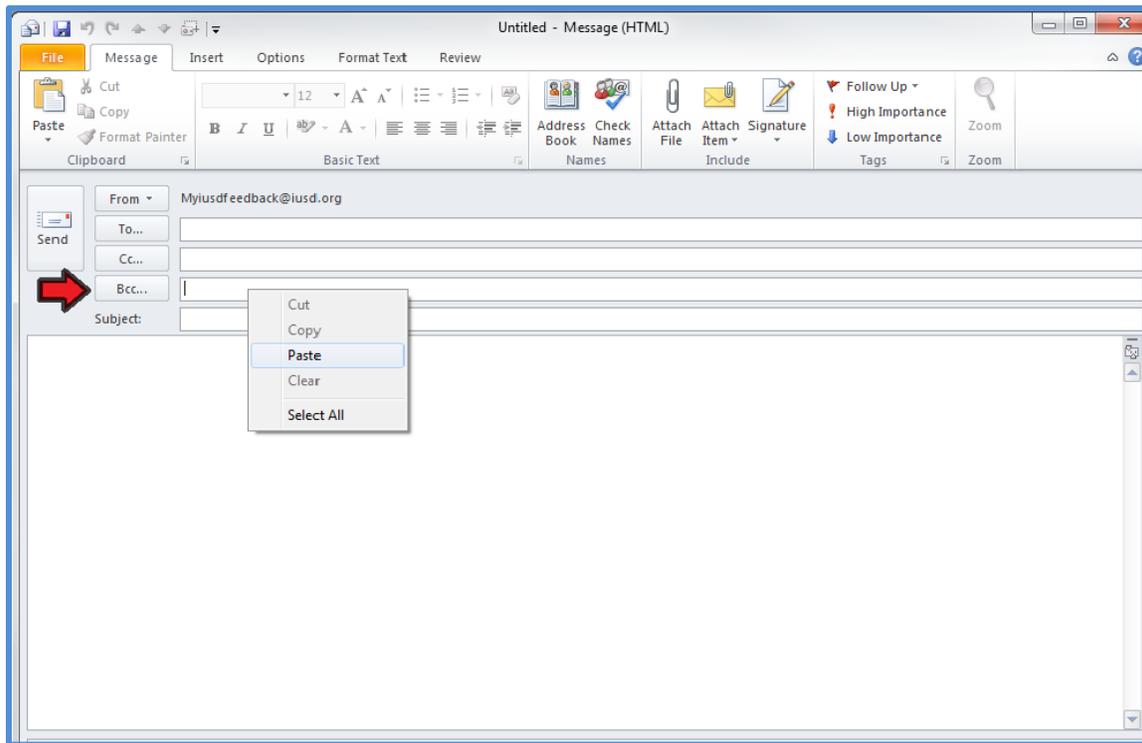
- Once you have selected the search criteria and clicked on OK, you will see the email addresses appear in the top box of the form. You can select a specific student and click on “Add Selected”, or you can add all the emails by clicking on “Add All”. Once you have added the email addresses, you can continue to use the search engine above until you have all the email addresses you want. After you have all the email addresses you want in the bottom box, click on OK in the bottom right corner.



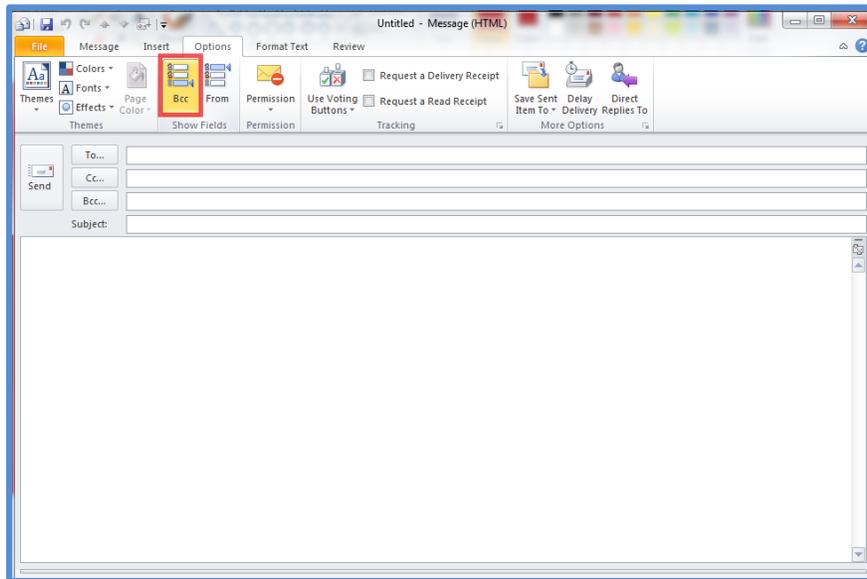
- You are now back in the original email screen. Select all the email addresses in the “To” area and right click on your mouse and select “Copy”.



11. Go into your Outlook email and click on “New E-mail”. In the “Bcc” field, right click and select “Paste”. **Make sure that you always paste the email addresses in the Bcc field so that parents can’t see any other email addresses.**



*If you don't see the Bcc field displayed in your email, click on the Options tab at the top of the email and click on the Bcc button in “Show Fields”.



12. Compose your email, attach any necessary documents, and hit send! 😊