Email Staff

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To email multiple staff members at once you can use the Email/Text Staff function from the Staff menu. *Note: To email an individual staff member use the* Email *button in their* Staff *record.*

1. From the Staff menu click Email/Text Staff.
2. Select a **Template** if desired and the email **Type** (plain text or HTML).
3. Enter an **Email Subject Line** and **Message**.
4. Click **Attach File, Insert Image, or Choose from Dropbox** to attach files and add images if needed. See the Help Article **Email Attachments and Images** for more details.
5. Select a reply email address from *Email Replies Sent To* which includes the email addresses of all User IDs and Locations in your database (*Tools > Edit Settings*). *Note: This email address is also sent a copy of the email.*
6. Select any email addresses to *Send Additional Emails To* (User ID and Location email addresses are listed).
7. Use the *Search Criteria* to select which staff members to send the email to.
8. Click **Preview List**.
9. In the preview, clear the check box for any staff members you want to omit. You can clear the **Check All** header check box to remove every email address and then select only specific families.
10. Click **Send Now** to send the email right away or select **Send Later** to schedule the email to be sent at a later time. See our Help article **Schedule an Email** for more information.