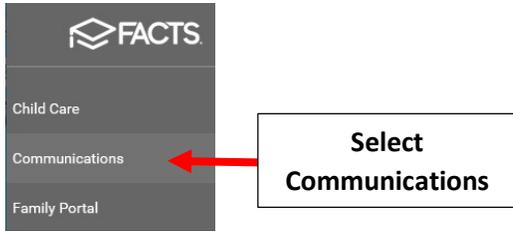
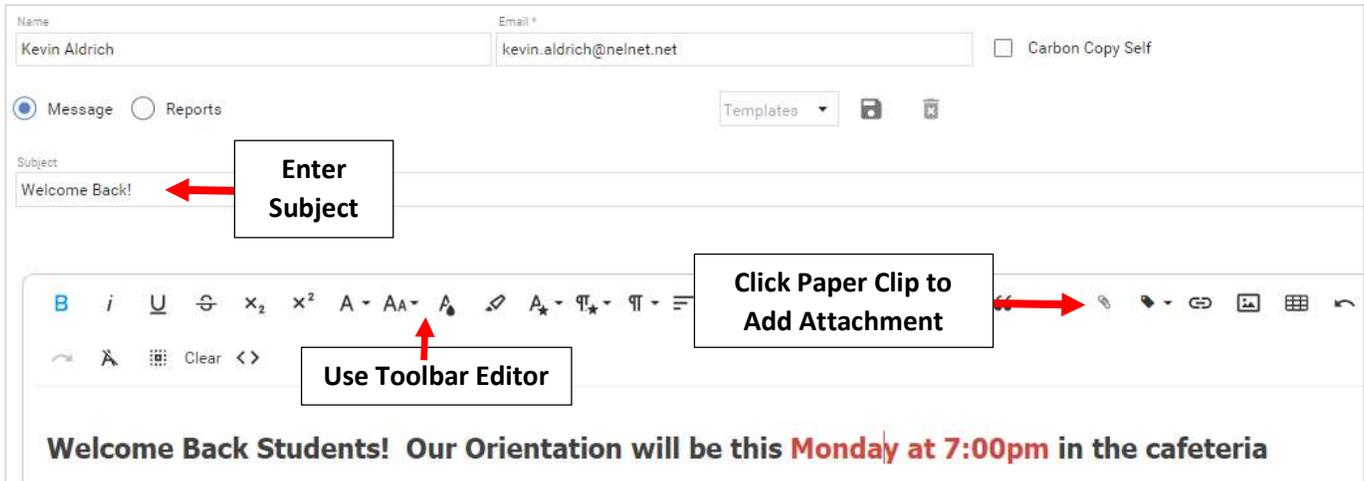


Send an Email Communication in FACTS SIS

Once logged into FACTS please select **Communication** from the Left Side Menu

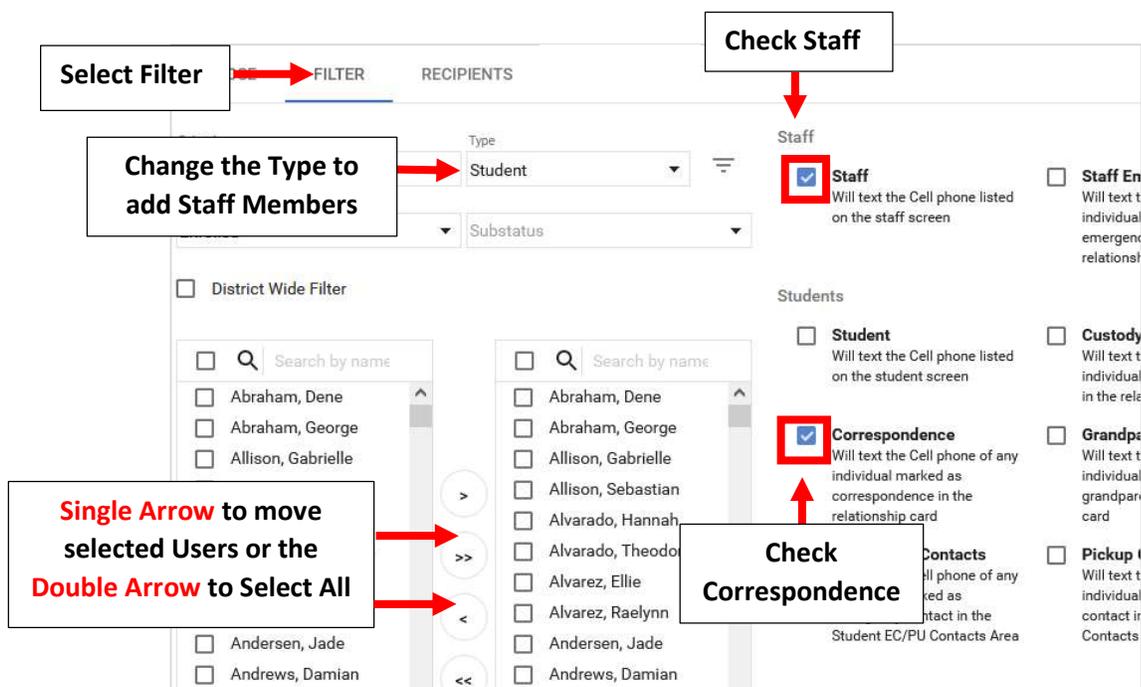


Enter Subject and Email Message. Use Toolbar Editor to change Font Size, Font Color, Add Attachments etc.



Select the Filter Tab. Type defaults to **Students**, select **Staff** to add staff members to the recipient list in addition to students.

Select recipients then the **Single Arrow >** to move selected users or the **Double Arrow >>** to Select All Recipients. Check **Correspondence** to Send Alert to **Families** and **Staff** to Send Alert to Staff



When finished, click **Send Alert** to send

Create Email Message ▼ Premier Academy 2020-2021 T4  

COMPOSE FILTER RECIPIENTS

Click Send Alert  **Send Alert** 

School Premier Academy ▼ Type Student ▼ 

Status Enrolled ▼ Substatus ▼