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.

Name	Email *	Carbon Copy Self		
Kevin Aldrich	kevin.aldrich@nelnet.net			
Message Reports	Templates 🔹 📄 🖹			
Subject Enter Welcome Back! Subject				
B <i>i</i> <u>U</u> ↔ × ₂ × ² A - A _A - A	ی ج م م م م م م م م م م م م م م م م م م	*		
Use Toolba	r Editor			
Welcome Back Students! Our	Orientation will be this Monday at 7	7:00pm in the cafeteria		

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

	RECIPIE	NTS	Check Sta	ıff	
Change the Type to add Staff Members	Ty St	pe tudent ▼	Ţ Ţ	Staff Will text the Cell phone listed on the staff screen	Staff En Will text individua emergen relations
District Wide Filter	^	Q Search by nar Abraham, Dene Abraham, George	Student	s Student Will text the Cell phone listed on the student screen Correspondence	Custod Will text individua in the rel Grandp
Allison, Gabrielle Single Arrow to move selected Users or the Double Arrow to Select All	•	 Allison, Gabrielle Allison, Sebastian Alvarado, Hannah Alvarado, Theodo Alvarez, Ellie 	Check	Vill text the Cell phone of any ndividual marked as sorrespondence in the elationship card Contacts Il phone of any red as	Will text individua grandpa card Pickup Will text individua
Andersen, Jade	 <td>Alvarez, Raelynn Andersen, Jade</td><td></td><td>htact in the Student EC/PU Contacts Area</td><td>contact Contact:</td>	Alvarez, Raelynn Andersen, Jade		htact in the Student EC/PU Contacts Area	contact Contact:

When finished, click Send Alert to send

Create Email Message 🔻				P	Premier Academy 2020-2021 T4			
COMPOSE	FILTER	RECIPIENTS			Click Send Alert	end Alert		
School				Туре				
Premier Acade	emy		•	Student		•	Ŧ	
Status								
Enrolled			•	Substatus			•	