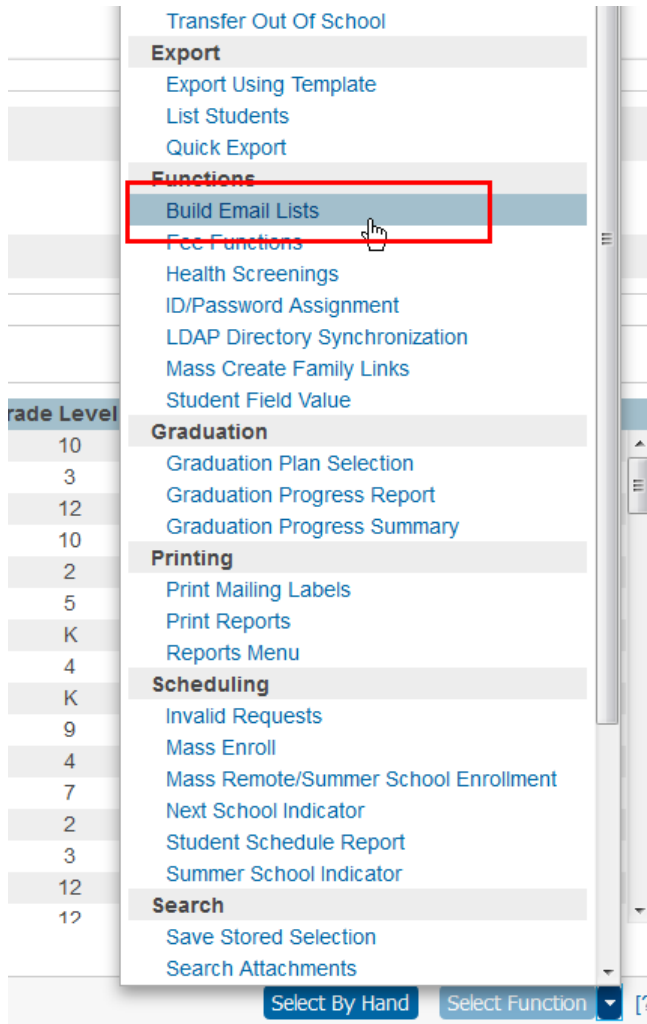


PowerSchool – Build Email List Function (New Contacts)

- 1) Select a group of students to and/or of whom you wish to send an email.
- 2) Click on the "Functions" button below the Current Student Selection and choose "Build Email Lists".



- 3) Check either the "Select/Deselect All" checkbox at the top of any column or the individual Student, Parent Portal Account, or the Student Contact Addresses to which you want to send an email.

NOTE: The Student Contact Addresses will only populate those Student Contacts that have the "Receives Mail" box checked. Connect can assist in mass checking this box. Reach out to Connect for assistance.

PowerSchool – Build Email List Function (New Contacts)

Student Name	Student Email Addresses	Guardian Email Addresses	Parent Portal Email Addresses	Student Contact Addresses
	<input type="checkbox"/> Select/Deselect All	<input type="checkbox"/> Select/Deselect All	<input type="checkbox"/> Select/Deselect All	<input type="checkbox"/> Select/Deselect All
	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

NOTE: Alternatively, you can use the filters to narrow down the list.

- 4) Scroll to the bottom of the page, and click the "Copy" button.

Once you have selected the addresses, click the "Copy" button, and paste into the **BCC (blind carbon copy)** field of a new email. This will prevent parents from seeing each others' email addresses, which should be kept confidential.

[Copy](#)



- 5) Open your Email Client and paste (Ctrl+V or right-click and choose Paste) into the **BCC field** to ensure the confidentiality of the email addresses.

NOTE: I did discover a screen rendering bug. Once you click on the Email Addresses link, it will not get rid of the left navigation menu for your Class. You will need to close your browser completely to return to normal. I will report this to the developer.