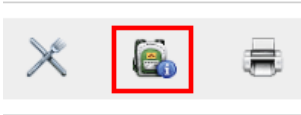
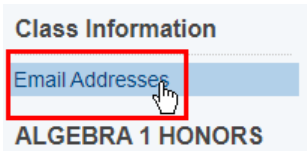


PowerTeacher – Build Email List Function (New Contacts)

- 1) Click on the Backpack for the class that you wish to email



- 2) Click on the "Email Addresses" link at the top of your class.



- 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: Student Contact Addresses will only populate for Student Contacts that have the Receives Mail box checked. If you are not seeing email addresses in this column, contact your PowerSchool Administrator in your District.

PowerTeacher – Build Email List Function (New Contacts)

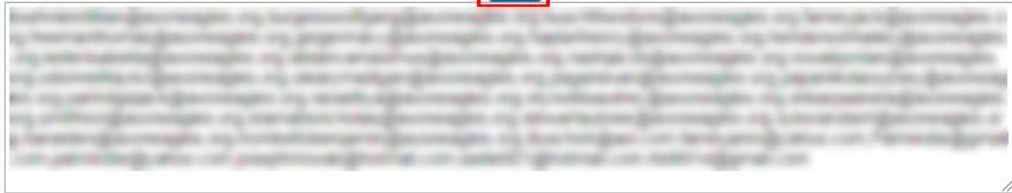
| Student Name | Student Email Addresses | Guardian Email Addresses | Parent Portal Email Addresses | Student Contact Addresses |
|--------------|--|--|--|--|
| | <input type="checkbox"/> Select/Deselect All | <input type="checkbox"/> Select/Deselect All | <input type="checkbox"/> Select/Deselect All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