


Sending a Message

1. SEARCH for the student
2. FOLLOW the path: *Student Information > General > Schedule > Scheduling Messenger*
3. CHOOSE the **Recipients**, **Term**, **Course Status**, and **Sections** from the dropdown lists. This will filter the recipients.
4. In the Recipient Selection box, select who will receive the message.
 - Click **Select All** to quickly add all teacher/staff members to the Message Recipients.
 - Click **Remove All** to quickly remove all teacher/staff members from the Message Recipients.
5. Delivery devices are set to deliver the message to their work email and their Infinite Campus Inbox.
6. Sender's email defaults to your email address.
7. ENTER a subject.
8. CREATE a message. Do not copy and paste from Word. This usually causes formatting issues.

You can use the Icons in the green box at the top to include Campus fields in the message.  The F is for single fields (i.e. – first name, last name, address) and the S is for sub reports (i.e. – current attendance, grades, behavior, etc.)
9. OPTIONAL: a single file can be uploaded into the message if necessary.
10. The delivery date and time default to the date and time you started the message. If you want this to go on a different date or at a different time
 - SELECT the date the message should begin delivery.
 - ENTER the time the message should begin delivery.
11. If this is a message you will re-use, scroll to the top of the message and CLICK the Save button. Name the message something that makes sense to you and CLICK Ok.
12. To send the message, click on the Preview/Send button and then CLICK the Send Message button.