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FACTSHEET eMail MESSAGES

ROUTING OPTIONS

1. Select Options

Send to: Primary Parental Contact | SMS | as a preference, except for members of group: Year 7 Group (SIMS)

For voice calls include: Home, Mobile and Work number(s)

The following elements are combined to decide how a message is routed and what contact numbers are used.

Contact Preference - This section gives the option to filter on **All Parental Contacts**, **Students Direct** or **Primary Parental Contacts**. This option is available from the first drop down box in the top section.

1. Select Options

Send to: All Parental Contacts (dropdown menu open)

2. Select Destinations

Primary Parental Contact: Send messages to priority one contacts.

Student Direct: Send messages directly to students.

All Parental Contacts: Send messages to all contacts.

Message Type - This should be set as **eMail**.

eMail

SELECT RECIPIENTS

2. Select Destinations

Students | Staff | Contacts / Groups | Attendance

Select Student: All Students | Add

Class	Year	Add
<Any>	<Any>	
Gender	House	Add
<Any>	<Any>	
Only Include Students from		
All Students		

Student List:

- Young, Kathryn - 9B
- Yuki, Kaori - 8D
- Yusefi, Yeshua - M
- Zahoor, Dina - 8E
- Zainol, Otilie - J
- Ziglio, Ben - 11F
- Ziglio, Emily - 11E**
- Zog, Simon - 10A

The following group tabs are available for the system to populate and send GroupCall messages too.

Student Search - List of students from the MIS system.

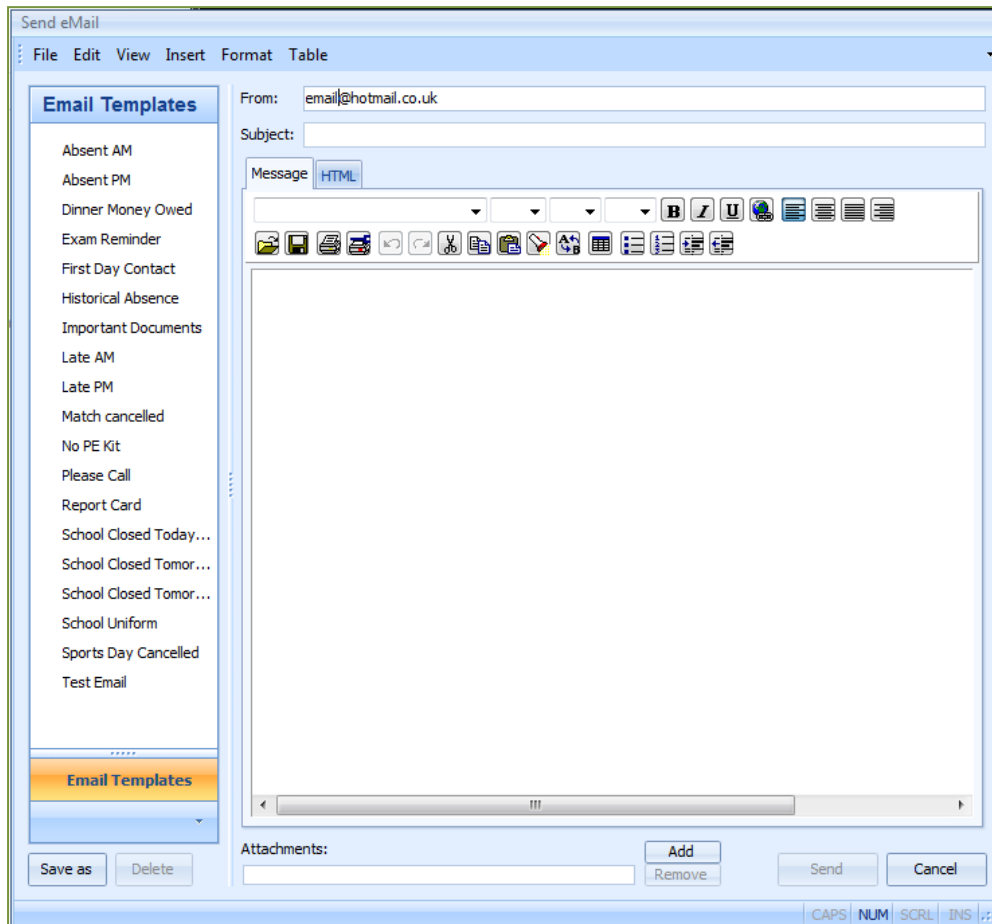
Staff Search - List of staff from the MIS system.

Contacts/Groups - List of manual added contacts and created groups.

SENDING THE eMail MESSAGE

Once the recipients list has been created, the next step is to prepare the message that will be sent to the attached recipient list. Hit the **Next** button along the bottom right of this section to proceed to the message editor screen.

4. Next >>



From - email address the message will be sent from. The option to not receive is available by adding the address **donotreply@**”enter your school email details”

Note this must be a fully qualified address from a “real” domain.

Subject - subject for the message composed for recipient.

Message Body - content of message, composed to be sent to the recipient.

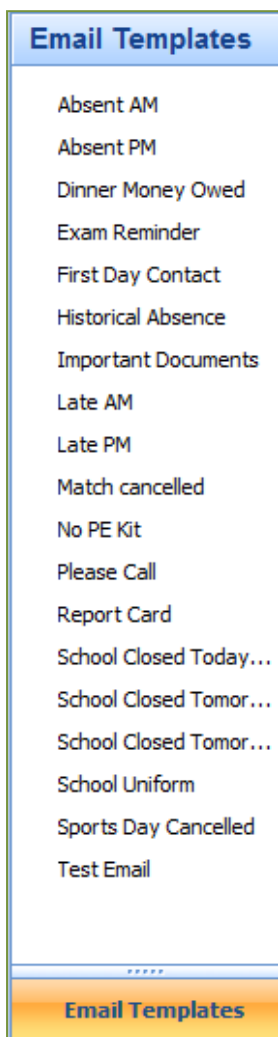
Attachment - if required, files can be attached to send to recipients.

Send - sends composed email.

Cancel - cancels out the send eMail window.

Note a new feature of Messenger is that file attachments are now set to 10 file attachments, and a file size limitation of 2Mb.

The left panel displays the preset/saved message templates that can be used to automatically fill the message summary panel. The range for this should cover most standard/frequent used messages. Extra templates can be created and stored to the current list.



The screenshot shows a vertical panel titled "Email Templates" with a blue header. Below the header is a list of 20 text-based templates. At the bottom of the list is a blue bar with the text "*****". Below this bar is an orange button with the text "Email Templates".

- Absent AM
- Absent PM
- Dinner Money Owed
- Exam Reminder
- First Day Contact
- Historical Absence
- Important Documents
- Late AM
- Late PM
- Match cancelled
- No PE Kit
- Please Call
- Report Card
- School Closed Today...
- School Closed Tomor...
- School Closed Tomor...
- School Uniform
- Sports Day Cancelled
- Test Email

Tip: Schools can modify and save changes to the current templates; this can be done by selecting the template from the list and modifying the changes on the right **Summary** panel.

All changes will need to be saved by clicking on the **Save Template As** button.