

4/14/20

Emailing Parents of Group Members

Method 1:

- go to groups (ie-SS Classes)
- search for **and select** (check the box next to) your desired groups
- go to contacts page
- use the view: "Parents of Group Members wNonCustodial"
- select all
- tools → "new message"

Method 2:

- go to Group Participants (people lists > group participants)
- search for participants by name or by group name
- select participants
- Tools > Transfer Selection > Copy to another page > Page: Contacts > Name your selection > Select Heads instead: YES > check the box next to "include non-custodial parents"
- click "Go"
- Go to your Contacts Page
- Choose your selection (found in a drop down list on the far right top of the MP screen)
- Tools > "New Message"