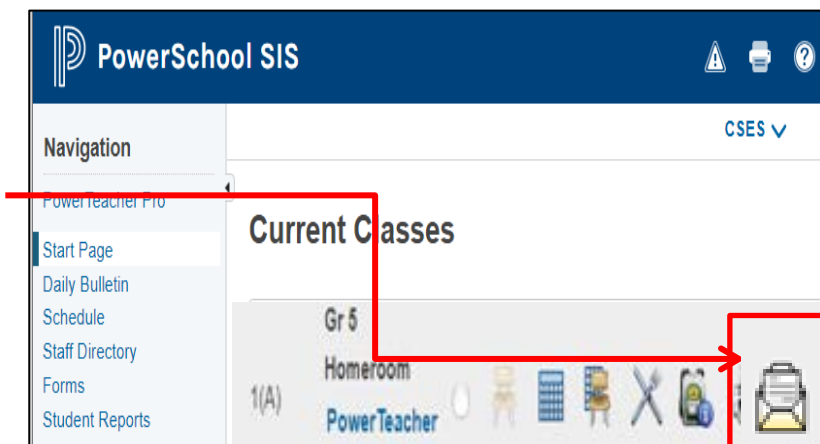
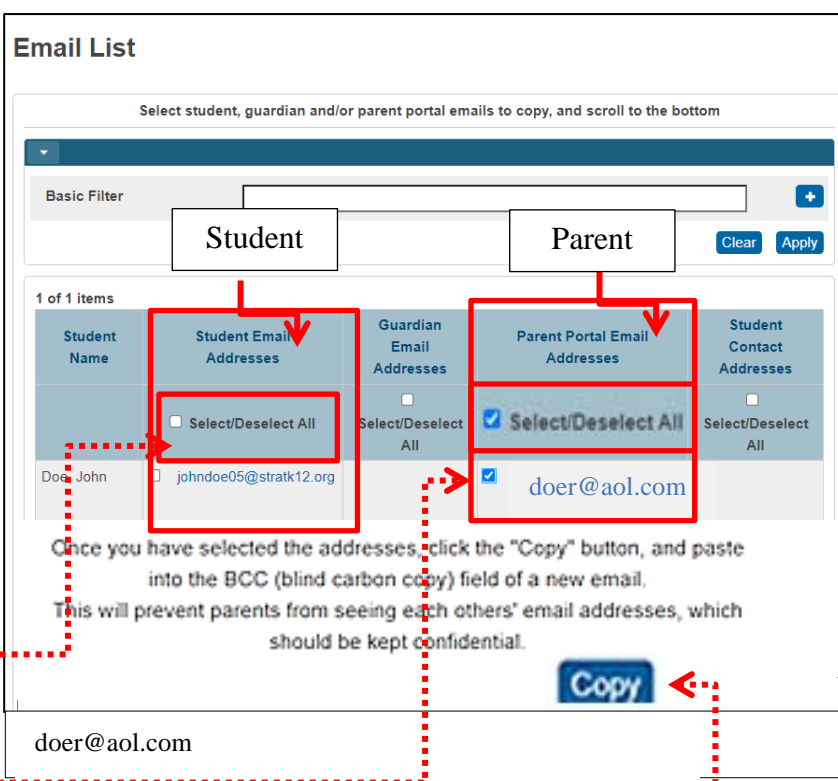


# PowerTeacher Pro: Email Parents/Students

1. On the PowerTeacher Pro Homescreen, click on the **Envelope icon** to the right of the class you want to email parents/students.



2. The *Email List* screen opens.



**Note:** if a student does not have a parent email address in the parent email address column, it means the parent has not signed up for Parent Portal access, which is where the parent email addresses are generated from.

- **Email all parents or students:** click in the box  in front of **Select/Deselect All**
- **To hand pick** who you want to email: click in the box in front of the desired parent(s) email address to select it.

4. Next, click on the blue **Copy** button.

5. Open your email and **Paste** the copied email addresses into the **Bcc field**. This will prevent parents from seeing each other's email addresses.



Contact Val Calvanezi at [val@stratk12.org](mailto:val@stratk12.org) if you have any questions.