**How to Send School Newsletter to Parents via Email with Infinite Campus**

Go to **Messenger** and then **Message Builder**.



Select **Message Type** (almost all will be **General Notification**). Select **Student Messenger Contacts.** Select **One Message Limit** so families only receive one email. Check **Message Only Active Students.**



Under **Saved Filters**, go to **Principals,** and select **Alpha Building Roster with HR – CV.**



You may not see the Principals group below but you should see your groups. For example Registrar or Messenger Office

Type in your **Message Subject** and **Message Body**. Select **Inbox** to post the message to the Infinite Campus Parent Portal and **Email** to send a direct email to parent. The attachment WILL NOT go to the Infinite Campus Parent Portal. Include the following message in your email. *Notice the sentence about not replying directly to the email since it is a generic email address.*



Attach your school newsletter by going to **Browse and Upload**. Send as a PDF document. When you are ready to send, Select **Preview/Send.**



Click **Send Message** and you are finished.



If you want to see who will receive the email or modify the list then click here.