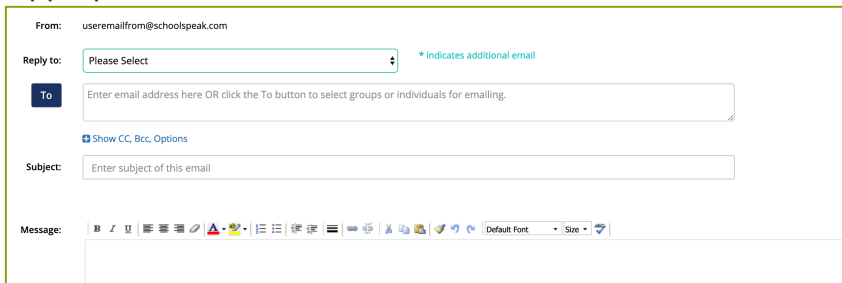


Email Enhancement – New Window to Confirm number of Email recipients

The SchoolSpeak email tool can display a window to the sender to confirm the number of recipients for the email before the email is sent. For example, if you would like to send to a group and it has 25 members, the new email display window will ask you to confirm that you would like to send the email to 25 people. You may elect to confirm the number of recipients or cancel the process. *This functionality must be enabled by your SchoolSpeak Administrator.*

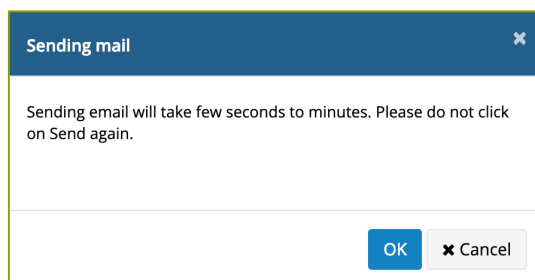
Email Process with New Confirmation Window

1. Click email icon in the menu tray in the top right corner and choose appropriate recipients by clicking the TO: button. Compose the message and preview if appropriate.



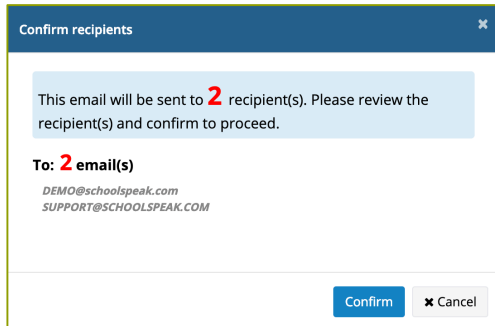
The screenshot shows the email composition interface. At the top, the 'From' field is populated with 'useremailfrom@schoolspeak.com'. Below it, the 'Reply to' field has a dropdown menu set to 'Please Select' with a small asterisk and the text '* indicates additional email'. The 'To' field is highlighted with a blue button and contains the placeholder text 'Enter email address here OR click the To button to select groups or individuals for emailing.'. Below the 'To' field is a link that says 'Show CC, Bcc, Options'. The 'Subject' field contains the placeholder text 'Enter subject of this email'. At the bottom, there is a rich text editor toolbar with various icons for text formatting and a 'Message:' label.

2. Click **SEND**
3. Confirm that to send the email. Click **OK**.



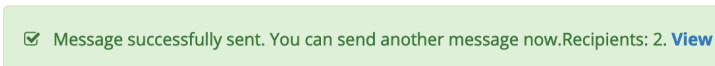
The screenshot shows a modal dialog box titled 'Sending mail' with a close button (X) in the top right corner. The main text inside the dialog reads: 'Sending email will take few seconds to minutes. Please do not click on Send again.' At the bottom of the dialog, there are two buttons: a blue 'OK' button and a grey 'Cancel' button with an X icon.

4. **NEW WINDOW** – Confirm that you are sending the correct number of recipients.
 - a. Click **Confirm** to send the email
 - b. Click **Cancel** to NOT send the email and cancel the process. You may change the recipient list at this time.



The number of recipients is displayed in RED. The recipients are listed on the screen. The recipients' email addresses are

5. Once the email has been sent a confirmation will appear.



Click **VIEW** to review the list.

