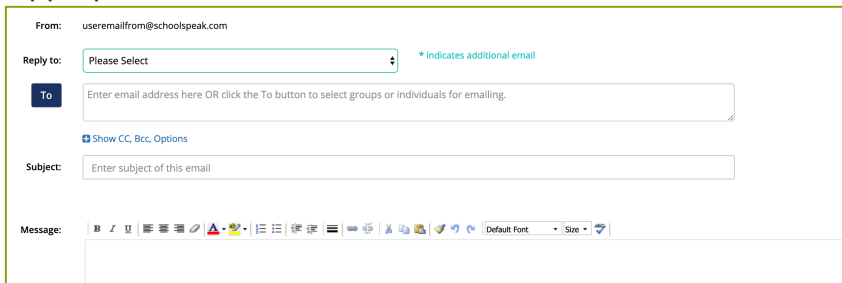# Email Enhancement – New Window to Confirm number of Email recipients

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.*
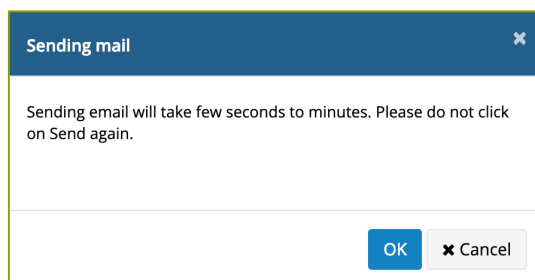
Email Process with *New* Confirmation Window

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.
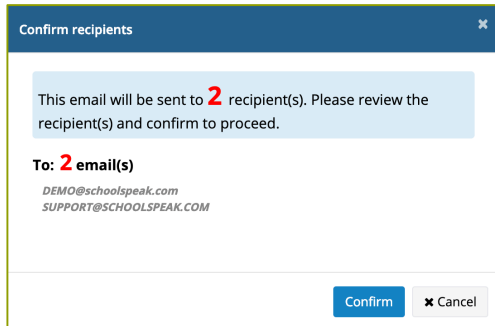

2. Click **SEND**
3. Confirm that to send the email. Click **OK.**

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

Confirm recipients ×

This email will be sent to **2** recipient(s). Please review the recipient(s) and confirm to proceed.

To: 2 email(s)

DEMO@schoolspeak.com
SUPPORT@SCHOOLSPEAK.COM

Confirm   ✖ Cancel

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.

☑ Message successfully sent. You can send another message now.Recipients: 2. **View**
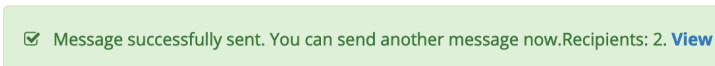
Click **VIEW** to review the list.

☑ Message successfully sent. You can send another message now.Recipients: 2. **View**

To:
    SUPPORT@SCHOOLSPEAK.COM
    DEMO@schoolspeak.com