

Administration Solutions for Education

DENBIGH ADMINISTRATION

Email Manual



Administration Solutions for Education

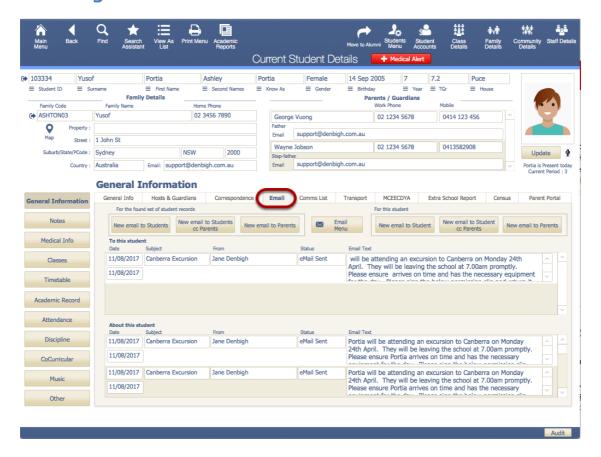
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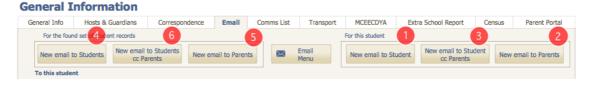


Denbigh Administration can use standard email programs such as Outlook Express, Gmail or it may be configured to use a plugin that talks directly to your mail server.

Emailing to Parents for the Current Students



Create emails to Parents or Student for the Current Student file. In the Student's File - Click the Email tab



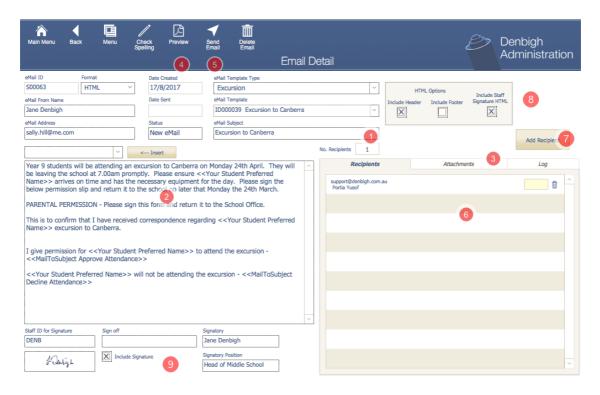
There are many options to send emails

To a single student

- 1 email to the Student
- 2 email to the Parents
- 3 email to the Student and cc parentsTo a found set of students
- 4 email to the found set of students
- 5 email to the found set of student's parents
- 6 email to the found set of students and cc parent.



Email Details



When the email is created it will use the logged in users name as the sender.

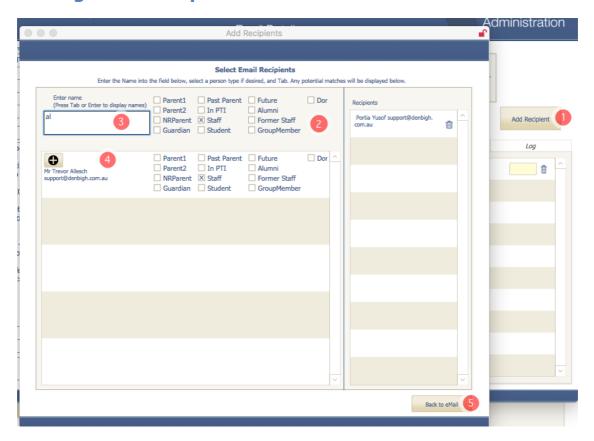
It will add the staff members signature and details as selected

- 1 Enter a Subject (required data)
- 2 Enter the details of the email
- 3 Attach documents if necessary
- 4 Preview the email if necessary
- 5 Send Email button
- 6 List of Recipients (use bin to delete)
- 7 Button to add other recipients
- 8 Option to add a HTML header, footer or School signature (standard text for all staff signatures)
- 9 Graphic Signature option

Please note 8 and 9 above are usually only visible for the System administrator.



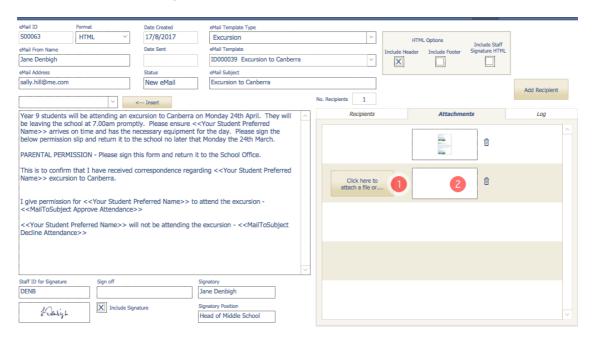
Adding extra Recipients



- 1 Click to Add recipients
- 2 Check box to selected the community status
- 3 Start entering the name to filter
- 4 List of people that can be added, click the + button to add the recipient/s.
- 5 Click "Back to email" when done.



Add attachment/s



To add an attachment either

- 1 Click to find and add an attachment or
- 2 Click and drag a file to add



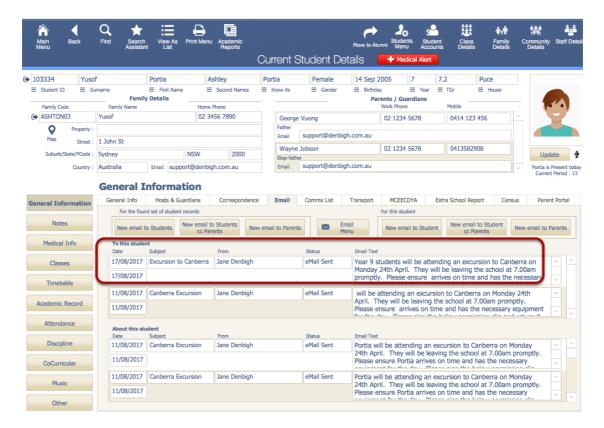
Previewing the email before sending



- 1 Click the preview button.
- 2 Click Continue to go back to the email details
- 3 Send email when all details have been entered or Delete if not required.



Email Student record



Record of email sent.

Note: Portal displays for emails to the parents about the student or emails to the student.

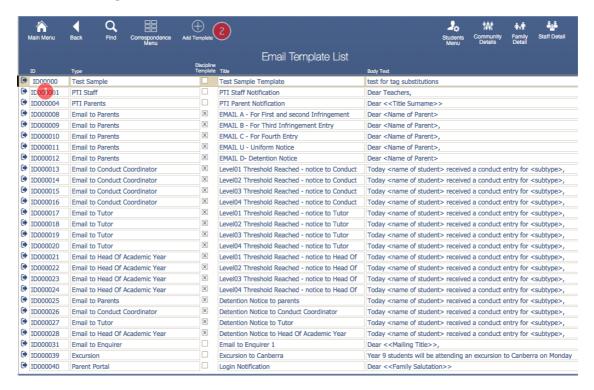
Creating Email templates





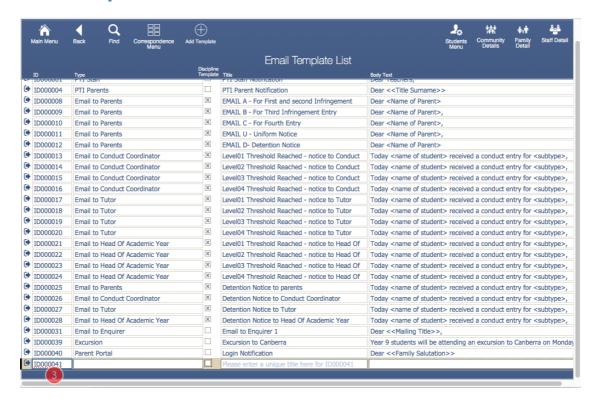
In the Correspondence Menu Click the emails tab, then email Templates.

Email templates list



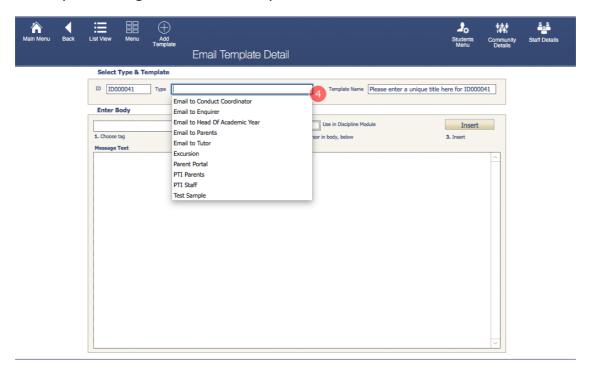
- 1 Click the jump button to view any template
- 2 Click the Add Template

New template

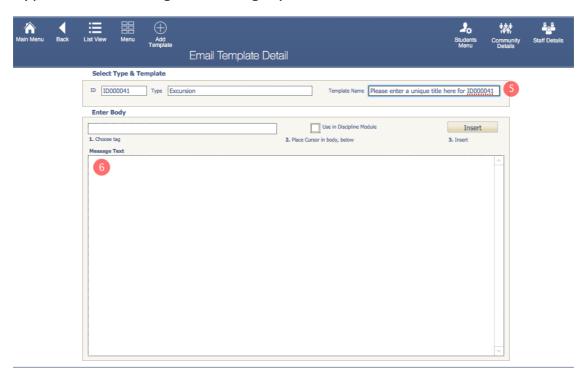




3 - Blank template - click the jump arrow to enter details. A unique ID is given to the template.

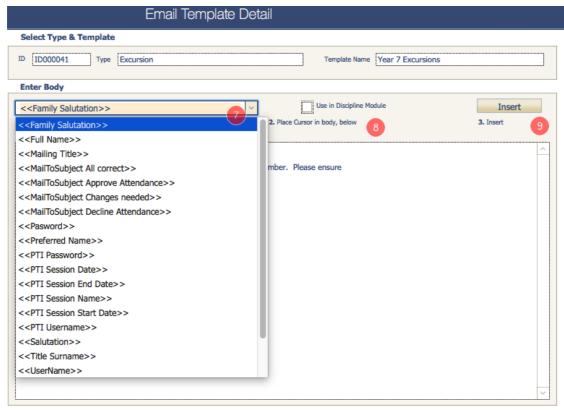


4- Choose the email type from the list or add a new type Types are used to give a category for the emails.



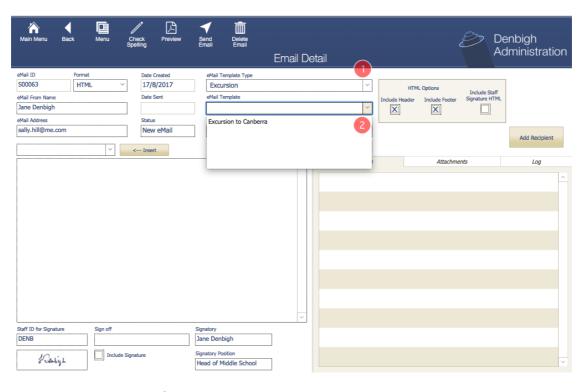
- 5 Enter the template title
- 6 Enter the details for the email





- 7 Choose a tag to use in the email (merge fields available)
- 8 Place the cursor where the tag is to be used
- 9 Click to insert the tag

Emails using a template

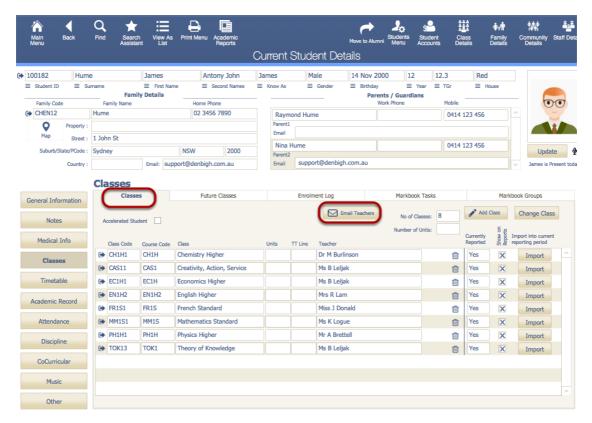


Create a new email.

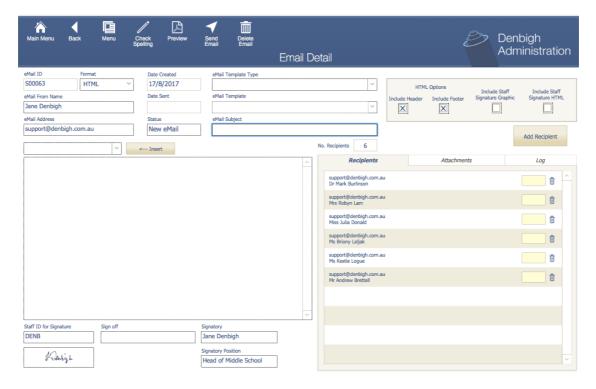


- 1 Choose from the email template type
- 2 Choose the email template to use

Emailing Staff regarding a student



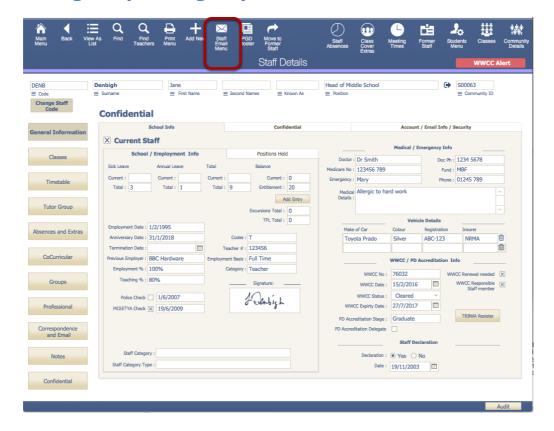
Click the email button under the Classes tab.



Creates an email to the teachers of the student.



Emailing to specific groups of Staff



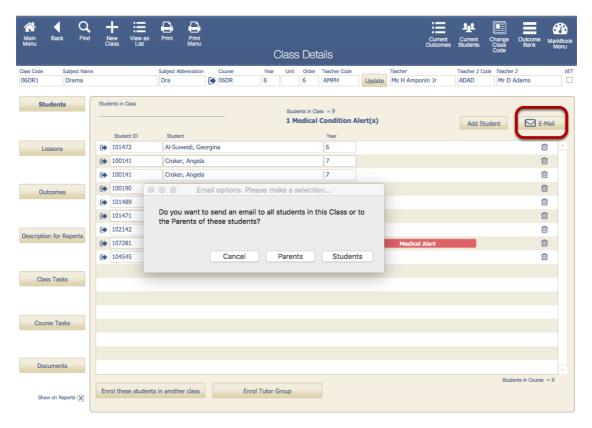
In the Staff file choose the Staff Email Menu



- 1 To email Tutor and YCO'S (Year coordinators) as selected
- 2 To email teachers of years as selected
- 3 Found set of staff
- 4 Email staff that are in a designated Group.



Emailing to all students in a Class or Parents of the Students



In the Class click the Email Button. Choose to either email Students or Parents.

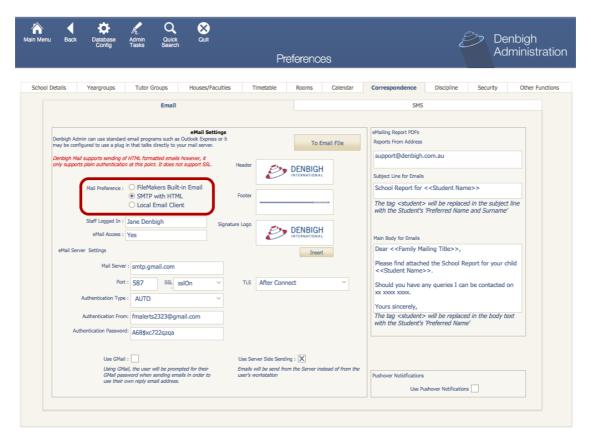
Email Configuration (System Administrator functions)



MainMenu - Database Configuration.



Choose the mail preference.

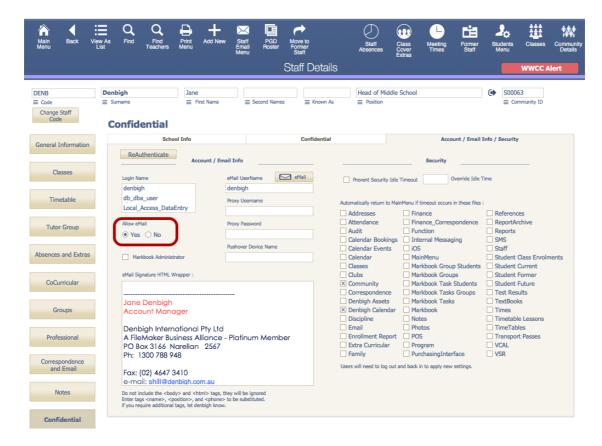


For the System Administrator - Choose the email Preference. The SMTPit with HTML supports formatted emails and will translate any formatting in the email content to HTML. No HTML tags or programming is required. If Gmail support is required, please check the Use Gmail tick box. This will use the Staff's Email address as the login name for the Gmail account and will prompt the user for their password when sending emails.

Note there is no more Denbigh Plugin or Denbigh eMail setting.



Staff Access to Email



For staff to have permission to send emails, ensure the Allow Email check box is Yes. If staff signature is required, please enter it in the email signature wrapper field. This can be plain text, formatted text, or html coded text. Use the substitution tags to display the correct information in the email signature. If more tags are required, please contact Denbigh Support and let them know what tags you want to add.

