



DENBIGH
INTERNATIONAL

Administration
Solutions
for Education

DENBIGH ADMINISTRATION

Email Manual

www.denbigh.com.au

Tel +61 2 4647 1375
Fax +61 2 4647 3410

ABN 99 167 352 749

Denbigh International Pty Ltd
Suite 1, 18 – 26 Dickson Ave
Artarmon NSW 2064

PO Box 3166
Narellan NSW 2567
Australia



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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

The screenshot shows the 'Current Student Details' page for student Portia. The 'Email' tab is highlighted in the 'General Information' section. The page displays family and guardian details, and a table of email messages sent to the student and parents.

To this student				
Date	Subject	From	Status	Email Text
11/08/2017	Canberra Excursion	Jane Denbigh	eMail Sent	will be attending an excursion to Canberra on Monday 24th April. They will be leaving the school at 7.00am promptly. Please ensure arrives on time and has the necessary equipment
11/08/2017				

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

The screenshot shows the 'General Information' page with numbered callouts (1-6) highlighting the email options for sending messages to students and parents.

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 parents

To 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

The screenshot shows the 'Add Recipients' interface. At the top, there's a title bar 'Add Recipients' and a navigation bar 'Administration'. The main content area is titled 'Select Email Recipients' and includes the instruction: 'Enter the Name into the field below, select a person type if desired, and Tab. Any potential matches will be displayed below.' Below this, there's a search field with 'al' entered (marked with a red circle 3). To the right of the search field are several checkboxes for recipient types: Parent1, Parent2, NRParent, Guardian, Past Parent, In PTI, Staff (checked, marked with a red circle 2), Student, Future, Alumni, Former Staff, GroupMember, and Dor. Below the search field is a list of potential matches, with the first one being 'Mr Trevor Allesch support@denbigh.com.au' (marked with a red circle 4). To the right of this list is another set of checkboxes for recipient types. Below the list of potential matches is a 'Recipients' list with one entry: 'Portia Yusof support@denbigh.com.au'. To the right of the 'Recipients' list is an 'Add Recipient' button (marked with a red circle 1). At the bottom right of the interface is a 'Back to eMail' button (marked with a red circle 5).

- 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

eMail ID S00063	Format HTML	Date Created 17/8/2017	eMail Template Type Excursion	HTML Options Include Header <input checked="" type="checkbox"/> Include Footer <input type="checkbox"/> Include Staff Signature HTML <input type="checkbox"/>	
eMail From Name Jane Denbigh	Date Sent	eMail Template ID000039 Excursion to Canberra	Add Recipient		
eMail Address sally.hill@me.com	Status New eMail	eMail Subject Excursion to Canberra	No. Recipients 1		

<--- Insert

Year 9 students will be attending an excursion to Canberra on Monday 24th April. They will be leaving the school at 7.00am promptly. Please ensure <<Your Student Preferred Name>> arrives on time and has the necessary equipment for the day. Please sign the below permission slip and return it to the school no later than Monday the 24th March.

PARENTAL PERMISSION - Please sign this form and return it to the School Office.

This is to confirm that I have received correspondence regarding <<Your Student Preferred Name>> excursion to Canberra.

I give permission for <<Your Student Preferred Name>> to attend the excursion - <<MailToSubject Approve Attendance>>

<<Your Student Preferred Name>> will not be attending the excursion - <<MailToSubject Decline Attendance>>

Staff ID for Signature DENB	Sign off <input checked="" type="checkbox"/> Include Signature	Signatory Jane Denbigh	Signatory Position Head of Middle School
--------------------------------	---	---------------------------	---

Recipients

Attachments

Log

Click here to attach a file or.... 1

2

- 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

The screenshot shows the Denbigh International email interface. The top navigation bar contains icons for Main Menu, Back, Menu, Check Spelling, Preview (1), Send Email (3), and Delete Email. A 'Continue' button (2) is located in the top right. The main content area displays an email preview for 'eMail to: Portia Yusof'. The preview includes the Denbigh International logo, a subject line about Year 9 students, a body text explaining the excursion to Canberra, a 'PARENTAL PERMISSION' section with instructions, and a signature block for Jane Denbigh, Head of Middle School. A 'Confidential' watermark is visible at the bottom of the preview area.

- 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

Current Student Details + Medical Alert

103334 | Yusof | Portia | Ashley | Portia | Female | 14 Sep 2005 | 7 | 7.2 | Puce

Family Details
 Family Code: ASHTON03 | Family Name: Yusof | Home Phone: 02 3456 7890
 Street: 1 John St | Suburb/State/PCode: Sydney NSW 2000 | Country: Australia | Email: support@denbigh.com.au

Parents / Guardians
 George Vuong (Father) | Work Phone: 02 1234 5678 | Mobile: 0414 123 456 | Email: support@denbigh.com.au
 Wayne Jobson (Step-father) | Work Phone: 02 1234 5678 | Mobile: 0413582908 | Email: support@denbigh.com.au

General Information

General Info	Hosts & Guardians	Correspondence	Email	Comms List	Transport	MCEECDYA	Extra School Report	Census	Parent Portal
For the found set of student records					For this student				
New email to Students			New email to Students cc Parents		New email to Parents		Email Menu		
To this student					For this student				
Date	Subject	From	Status	Email Text					
17/08/2017	Excursion to Canberra	Jane Denbigh	eMail Sent	Year 9 students will be attending an excursion to Canberra on Monday 24th April. They will be leaving the school at 7.00am promptly. Please ensure arrives on time and has the necessary					
17/08/2017									
11/08/2017	Canberra Excursion	Jane Denbigh	eMail Sent	will be attending an excursion to Canberra on Monday 24th April. They will be leaving the school at 7.00am promptly. Please ensure arrives on time and has the necessary equipment					
11/08/2017									
About this student					For this student				
Date	Subject	From	Status	Email Text					
11/08/2017	Canberra Excursion	Jane Denbigh	eMail Sent	Portia will be attending an excursion to Canberra on Monday 24th April. They will be leaving the school at 7.00am promptly. Please ensure Portia arrives on time and has the necessary					
11/08/2017									
11/08/2017	Canberra Excursion	Jane Denbigh	eMail Sent	Portia will be attending an excursion to Canberra on Monday 24th April. They will be leaving the school at 7.00am promptly. Please ensure Portia arrives on time and has the necessary					
11/08/2017									

Record of email sent.

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

Creating Email templates

Correspondence Menu

Correspondence/SMS | eMails

eMail List | eMail Templates | Substitution Table

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

Email templates list

ID	Type	Discipline Template	Title	Body Text
ID00000	Test Sample	<input type="checkbox"/>	Test Sample Template	test for tag substitutions
ID00001	PTI Staff	<input type="checkbox"/>	PTI Staff Notification	Dear Teachers,
ID00004	PTI Parents	<input type="checkbox"/>	PTI Parent Notification	Dear <<Title Surname>>
ID00008	Email to Parents	<input checked="" type="checkbox"/>	EMAIL A - For First and second Infringement	Dear <Name of Parent>
ID00009	Email to Parents	<input checked="" type="checkbox"/>	EMAIL B - For Third Infringement Entry	Dear <Name of Parent>,
ID00010	Email to Parents	<input checked="" type="checkbox"/>	EMAIL C - For Fourth Entry	Dear <Name of Parent>,
ID00011	Email to Parents	<input checked="" type="checkbox"/>	EMAIL U - Uniform Notice	Dear <Name of Parent>,
ID00012	Email to Parents	<input checked="" type="checkbox"/>	EMAIL D- Detention Notice	Dear <Name of Parent>
ID00013	Email to Conduct Coordinator	<input checked="" type="checkbox"/>	Level01 Threshold Reached - notice to Conduct	Today <name of student> received a conduct entry for <subtype>,
ID00014	Email to Conduct Coordinator	<input checked="" type="checkbox"/>	Level02 Threshold Reached - notice to Conduct	Today <name of student> received a conduct entry for <subtype>,
ID00015	Email to Conduct Coordinator	<input checked="" type="checkbox"/>	Level03 Threshold Reached - notice to Conduct	Today <name of student> received a conduct entry for <subtype>,
ID00016	Email to Conduct Coordinator	<input checked="" type="checkbox"/>	Level04 Threshold Reached - notice to Conduct	Today <name of student> received a conduct entry for <subtype>,
ID00017	Email to Tutor	<input checked="" type="checkbox"/>	Level01 Threshold Reached - notice to Tutor	Today <name of student> received a conduct entry for <subtype>,
ID00018	Email to Tutor	<input checked="" type="checkbox"/>	Level02 Threshold Reached - notice to Tutor	Today <name of student> received a conduct entry for <subtype>,
ID00019	Email to Tutor	<input checked="" type="checkbox"/>	Level03 Threshold Reached - notice to Tutor	Today <name of student> received a conduct entry for <subtype>,
ID00020	Email to Tutor	<input checked="" type="checkbox"/>	Level04 Threshold Reached - notice to Tutor	Today <name of student> received a conduct entry for <subtype>,
ID00021	Email to Head Of Academic Year	<input checked="" type="checkbox"/>	Level01 Threshold Reached - notice to Head Of	Today <name of student> received a conduct entry for <subtype>,
ID00022	Email to Head Of Academic Year	<input checked="" type="checkbox"/>	Level02 Threshold Reached - notice to Head Of	Today <name of student> received a conduct entry for <subtype>,
ID00023	Email to Head Of Academic Year	<input checked="" type="checkbox"/>	Level03 Threshold Reached - notice to Head Of	Today <name of student> received a conduct entry for <subtype>,
ID00024	Email to Head Of Academic Year	<input checked="" type="checkbox"/>	Level04 Threshold Reached - notice to Head Of	Today <name of student> received a conduct entry for <subtype>,
ID00025	Email to Parents	<input checked="" type="checkbox"/>	Detention Notice to parents	Today <name of student> received a conduct entry for <subtype>,
ID00026	Email to Conduct Coordinator	<input checked="" type="checkbox"/>	Detention Notice to Conduct Coordinator	Today <name of student> received a conduct entry for <subtype>,
ID00027	Email to Tutor	<input checked="" type="checkbox"/>	Detention Notice to Tutor	Today <name of student> received a conduct entry for <subtype>,
ID00028	Email to Head Of Academic Year	<input checked="" type="checkbox"/>	Detention Notice to Head Of Academic Year	Today <name of student> received a conduct entry for <subtype>,
ID00031	Email to Enquirer	<input type="checkbox"/>	Email to Enquirer 1	Dear <<Mailing Title>>,
ID00039	Excursion	<input type="checkbox"/>	Excursion to Canberra	Year 9 students will be attending an excursion to Canberra on Monday
ID00040	Parent Portal	<input type="checkbox"/>	Login Notification	Dear <<Family Salutation>>

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

New template

ID	Type	Discipline Template	Title	Body Text
ID00001	PTI Staff	<input type="checkbox"/>	PTI Staff Notification	Dear Teachers,
ID00004	PTI Parents	<input type="checkbox"/>	PTI Parent Notification	Dear <<Title Surname>>
ID00008	Email to Parents	<input checked="" type="checkbox"/>	EMAIL A - For First and second Infringement	Dear <Name of Parent>
ID00009	Email to Parents	<input checked="" type="checkbox"/>	EMAIL B - For Third Infringement Entry	Dear <Name of Parent>,
ID00010	Email to Parents	<input checked="" type="checkbox"/>	EMAIL C - For Fourth Entry	Dear <Name of Parent>,
ID00011	Email to Parents	<input checked="" type="checkbox"/>	EMAIL U - Uniform Notice	Dear <Name of Parent>,
ID00012	Email to Parents	<input checked="" type="checkbox"/>	EMAIL D- Detention Notice	Dear <Name of Parent>
ID00013	Email to Conduct Coordinator	<input checked="" type="checkbox"/>	Level01 Threshold Reached - notice to Conduct	Today <name of student> received a conduct entry for <subtype>,
ID00014	Email to Conduct Coordinator	<input checked="" type="checkbox"/>	Level02 Threshold Reached - notice to Conduct	Today <name of student> received a conduct entry for <subtype>,
ID00015	Email to Conduct Coordinator	<input checked="" type="checkbox"/>	Level03 Threshold Reached - notice to Conduct	Today <name of student> received a conduct entry for <subtype>,
ID00016	Email to Conduct Coordinator	<input checked="" type="checkbox"/>	Level04 Threshold Reached - notice to Conduct	Today <name of student> received a conduct entry for <subtype>,
ID00017	Email to Tutor	<input checked="" type="checkbox"/>	Level01 Threshold Reached - notice to Tutor	Today <name of student> received a conduct entry for <subtype>,
ID00018	Email to Tutor	<input checked="" type="checkbox"/>	Level02 Threshold Reached - notice to Tutor	Today <name of student> received a conduct entry for <subtype>,
ID00019	Email to Tutor	<input checked="" type="checkbox"/>	Level03 Threshold Reached - notice to Tutor	Today <name of student> received a conduct entry for <subtype>,
ID00020	Email to Tutor	<input checked="" type="checkbox"/>	Level04 Threshold Reached - notice to Tutor	Today <name of student> received a conduct entry for <subtype>,
ID00021	Email to Head Of Academic Year	<input checked="" type="checkbox"/>	Level01 Threshold Reached - notice to Head Of	Today <name of student> received a conduct entry for <subtype>,
ID00022	Email to Head Of Academic Year	<input checked="" type="checkbox"/>	Level02 Threshold Reached - notice to Head Of	Today <name of student> received a conduct entry for <subtype>,
ID00023	Email to Head Of Academic Year	<input checked="" type="checkbox"/>	Level03 Threshold Reached - notice to Head Of	Today <name of student> received a conduct entry for <subtype>,
ID00024	Email to Head Of Academic Year	<input checked="" type="checkbox"/>	Level04 Threshold Reached - notice to Head Of	Today <name of student> received a conduct entry for <subtype>,
ID00025	Email to Parents	<input checked="" type="checkbox"/>	Detention Notice to parents	Today <name of student> received a conduct entry for <subtype>,
ID00026	Email to Conduct Coordinator	<input checked="" type="checkbox"/>	Detention Notice to Conduct Coordinator	Today <name of student> received a conduct entry for <subtype>,
ID00027	Email to Tutor	<input checked="" type="checkbox"/>	Detention Notice to Tutor	Today <name of student> received a conduct entry for <subtype>,
ID00028	Email to Head Of Academic Year	<input checked="" type="checkbox"/>	Detention Notice to Head Of Academic Year	Today <name of student> received a conduct entry for <subtype>,
ID00031	Email to Enquirer	<input type="checkbox"/>	Email to Enquirer 1	Dear <<Mailing Title>>,
ID00039	Excursion	<input type="checkbox"/>	Excursion to Canberra	Year 9 students will be attending an excursion to Canberra on Monday
ID00040	Parent Portal	<input type="checkbox"/>	Login Notification	Dear <<Family Salutation>>
ID000041		<input type="checkbox"/>	Please enter a unique title here for ID000041	

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

The screenshot shows the 'Email Template Detail' form. At the top, there is a navigation bar with icons for Main Menu, Back, List View, Menu, Add Template, Students Menu, Community Details, and Staff Details. The form title is 'Email Template Detail'. Below the title, there is a section 'Select Type & Template' with an ID field containing 'ID000041' and a Type dropdown menu. The dropdown menu is open, showing a list of email types: Email to Conduct Coordinator, Email to Enquirer, Email to Head Of Academic Year, Email to Parents, Email to Tutor, Excursion, Parent Portal, PTI Parents, PTI Staff, and Test Sample. A red circle with the number '4' is next to the dropdown menu. To the right of the dropdown, there is a Template Name field with the placeholder text 'Please enter a unique title here for ID000041'. Below the dropdown, there is an 'Enter Body' section with a 'Message Text' area. A red circle with the number '6' is in the top left corner of the 'Message Text' area. There is also an 'Insert' button and a checkbox for 'Use in Discipline Module'.

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

The screenshot shows the 'Email Template Detail' form. The 'Type' dropdown menu is now set to 'Excursion'. A red circle with the number '5' is next to the Template Name field, which still contains the placeholder text 'Please enter a unique title here for ID000041'. The 'Enter Body' section is visible, with a red circle with the number '6' in the top left corner of the 'Message Text' area. The 'Insert' button and the 'Use in Discipline Module' checkbox are also visible.

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

Email Template Detail

Select Type & Template

ID: ID000041 Type: Excursion Template Name: Year 7 Excursions

Enter Body

<<Family Salutation>>

Use in Discipline Module

2. Place Cursor in body, below

3. Insert

mber. Please ensure

- 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

Home Back Menu Check Spelling Preview Send Email Delete Email

Email Detail

eMail ID: S00063 Format: HTML

Date Created: 17/8/2017

eMail From Name: Jane Denbigh

eMail Address: sally.hill@me.com

Status: New eMail

eMail Template Type: Excursion

eMail Template: Excursion to Canberra

HTML Options:

Include Header Include Footer Include Staff Signature HTML

Staff ID for Signature: DENB

Sign off:

Signatory: Jane Denbigh

Signatory Position: Head of Middle School

Include Signature

Attachments

Log

Create a new email.

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

Emailing Staff regarding a student

Current Student Details

100182 | Hume | James | Antony John | James | Male | 14 Nov 2000 | 12 | 12.3 | Red

Family Details
 Family Code: CHEN12 | Family Name: Hume | Home Phone: 02 3456 7890
 Street: 1 John St | Suburb/State/PCode: Sydney NSW 2000 | Country: | Email: support@denbigh.com.au

Parents / Guardians
 Raymond Hume | Work Phone: | Mobile: 0414 123 456
 Nina Hume | Work Phone: | Mobile: 0414 123 456
 Email: support@denbigh.com.au

Classes

Class Code	Course Code	Class	Units	TT Line	Teacher	Currently Reported	Show on Reports	Import into current reporting period
CH1H1	CH1H	Chemistry Higher			Dr M Burlinson	Yes	X	Import
CAS11	CAS1	Creativity, Action, Service			Ms B Lejjak	Yes	X	Import
EC1H1	EC1H	Economics Higher			Ms B Lejjak	Yes	X	Import
EN1H2	EN1H2	English Higher			Mrs R Lam	Yes	X	Import
FR1S1	FR1S	French Standard			Miss J Donald	Yes	X	Import
MM1S1	MM1S	Mathematics Standard			Ms K Logue	Yes	X	Import
PH1H1	PH1H	Physics Higher			Mr A Brettell	Yes	X	Import
TOK13	TOK1	Theory of Knowledge			Ms B Lejjak	Yes	X	Import

Click the email button under the Classes tab.

Email Detail

eMail ID: S00063 | Format: HTML | Date Created: 17/8/2017 | eMail Template Type: | eMail Template: | eMail Subject: | No. Recipients: 6

eMail From Name: Jane Denbigh | eMail Address: support@denbigh.com.au | Status: New eMail

HTML Options: Include Header [X], Include Footer [X], Include Staff Signature Graphic [], Include Staff Signature HTML []

Recipients

Recipients	Attachments	Log
support@denbigh.com.au Dr Mark Burlinson		
support@denbigh.com.au Mrs Robyn Lam		
support@denbigh.com.au Miss Julia Donald		
support@denbigh.com.au Ms Bronny Lejjak		
support@denbigh.com.au Ms Kestie Logue		
support@denbigh.com.au Mr Andrew Brettell		

Staff ID for Signature: DENB | Sign off: | Signatory: Jane Denbigh | Signatory Position: Head of Middle School

Creates an email to the teachers of the student.

Emailing to specific groups of Staff

The screenshot shows the 'Staff Details' page for a staff member named Jane. The 'Staff Email Menu' icon in the top navigation bar is highlighted with a red box. The page contains several sections: 'General Information', 'School / Employment Info', 'Positions Held', 'Medical / Emergency Info', 'Vehicle Details', 'WWCC / PD Accreditation Info', and 'Staff Declaration'. The 'Staff Email Menu' icon is located in the top navigation bar, between the 'Add New' and 'PGD roster' icons.

In the Staff file choose the Staff Email Menu

The screenshot shows the 'Staff E-Mail Menu' page. It features a list of options for selecting staff groups to email, with checkboxes for selecting specific years. The options are: 1. Tutors and YCOs of Year(s) 6, 10; 2. Teachers of Year(s) 6, 10; 3. Found Staff; 4. Designated Group. The checkboxes for years 6 and 10 are selected for the first two options.

- 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

The screenshot shows the 'Class Details' interface. At the top, there is a navigation bar with icons for Main Menu, Back, Find, New Class, View as List, Print, and Print Menu. On the right, there are icons for Current Outcomes, Current Students, Change Class Code, Outcome Bank, and MarkBook Menu. Below the navigation bar, the 'Class Details' section includes fields for Class Code (06DR1), Subject Name (Drama), Subject Abbreviation (Dra), Course (06DR), Year (6), Unit (6), Order (6), Teacher Code (AMPH), Teacher (Ms H Amponin Jr), Teacher 2 Code (ADAD), and Teacher 2 (Mr D Adams). There is an 'Update' button and a 'VET' checkbox.

The 'Students' tab is selected, showing a list of students in the class. The list has columns for Student ID, Student, and Year. The students listed are:

Student ID	Student	Year
101472	Al-Suweidi, Georgina	6
100141	Croker, Angela	7
100141	Croker, Angela	7
100190		
101489		
101471		
102142		
107281		
104545		

A dialog box is open over the student list, titled 'Email options. Please make a selection...'. The dialog asks: 'Do you want to send an email to all students in this Class or to the Parents of these students?'. There are three buttons: 'Cancel', 'Parents', and 'Students'. The 'E-Mail' button in the top right corner of the 'Students' tab is highlighted with a red box.

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

Email Configuration (System Administrator functions)

The screenshot shows the 'Main Menu' navigation bar. It contains icons and labels for: Main Menu, Back, Database Config (highlighted with a red box), Admin Tasks, Quick Search, and Quit.

MainMenu - Database Configuration.

Choose the mail preference.

Preferences

School Details | Yeargroups | Tutor Groups | Houses/Faculties | Timetable | Rooms | Calendar | **Correspondence** | Discipline | Security | Other Functions

Email

eMail Settings
Denbigh Admin can use standard email programs such as Outlook Express or it may be configured to use a plug in that talks directly to your mail server.
Denbigh Mail supports sending of HTML formatted emails however, it only supports plain authentication at this point. It does not support SSL.

Mail Preference : FileMakers Built-in Email
 SMTP with HTML
 Local Email Client

Staff Logged In : Jane Denbigh
eMail Access : Yes

eMail Server Settings
Mail Server : smtp.gmail.com
Port : 587 SSL: sslOn
Authentication Type : AUTO
Authentication From : fmalerts2323@gmail.com
Authentication Password : A68\$xc722qzqa

Use Gmail :
Using Gmail, the user will be prompted for their Gmail password when sending emails in order to use their own reply email address.

Use Server Side Sending :
Emails will be send from the Server instead of from the user's workstation

Header: DENBIGH INTERNATIONAL
Footer: DENBIGH INTERNATIONAL

To Email File

eMailing Report PDFs
Reports From Address: support@denbigh.com.au
Subject Line for Emails: School Report for <<Student Name>>
The tag <student> will be replaced in the subject line with the Student's 'Preferred Name and Surname'

Main Body for Emails
Dear <<Family Mailing Title>>,
Please find attached the School Report for your child <<Student Name>>.
Should you have any queries I can be contacted on xx xxxx xxxxx.
Yours sincerely,
The tag <student> will be replaced in the body text with the Student's 'Preferred Name'

Pushover Notifications
Use Pushover Notifications

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

The screenshot shows the 'Staff Details' page for Jane Denbigh. The 'Account / Email Info / Security' section is expanded, showing the 'Allow eMail' checkbox set to 'Yes'. The 'eMail Signature HTML Wrapper' field contains the following text:

```

-----
Jane Denbigh
Account Manager

Denbigh International Pty Ltd
A FileMaker Business Alliance - Platinum Member
PO Box 3166 Narellon 2567
Ph: 1300 788 948

Fax: (02) 4647 3410
e-mail: shill@denbigh.com.au
    
```

The 'Security' section includes a list of permissions, with 'Community' and 'Denbigh Calendar' checked. A note at the bottom states: 'Users will need to log out and back in to apply new settings.'

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.