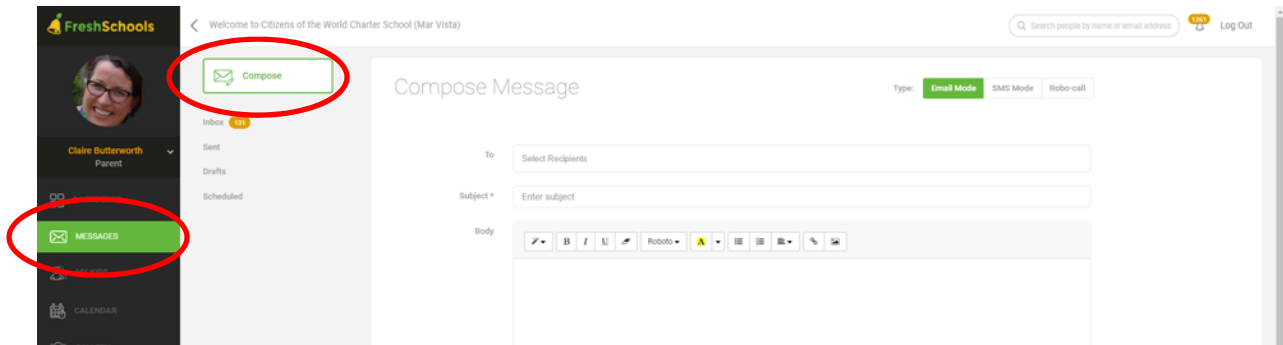# How to Email Through FreshSchools

FreshSchools makes reaching out to families in the community very easy. While everyone is included in FreshSchools, it is up to you whether or not you make your email public. FreshSchools utilizes a proxy system so that everyone can be emailed through the system and will still receive emails even if the email itself is not public.

To email your teacher, class, or anyone in the school, follow these easy steps:
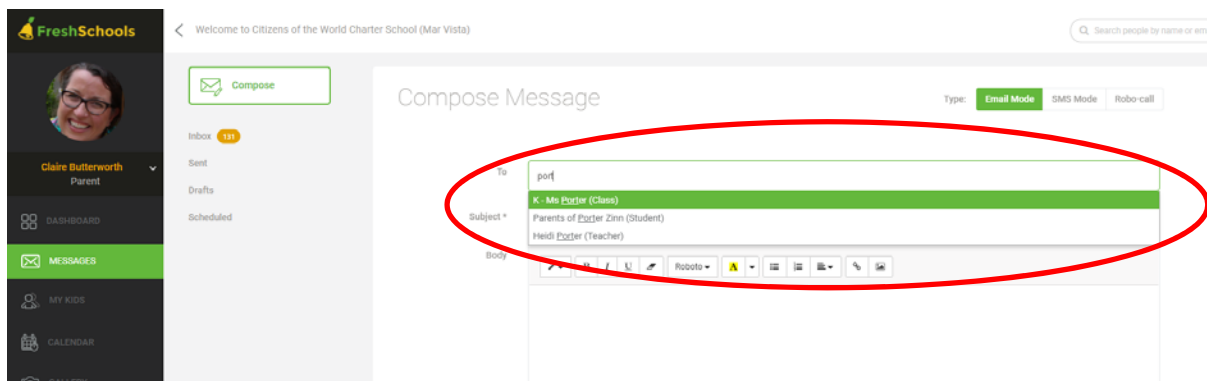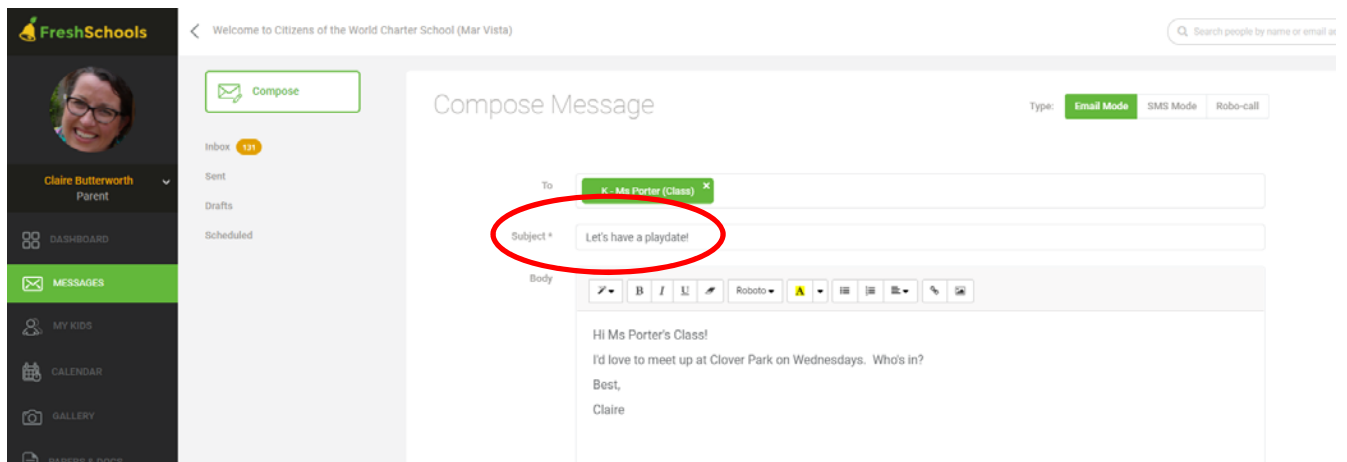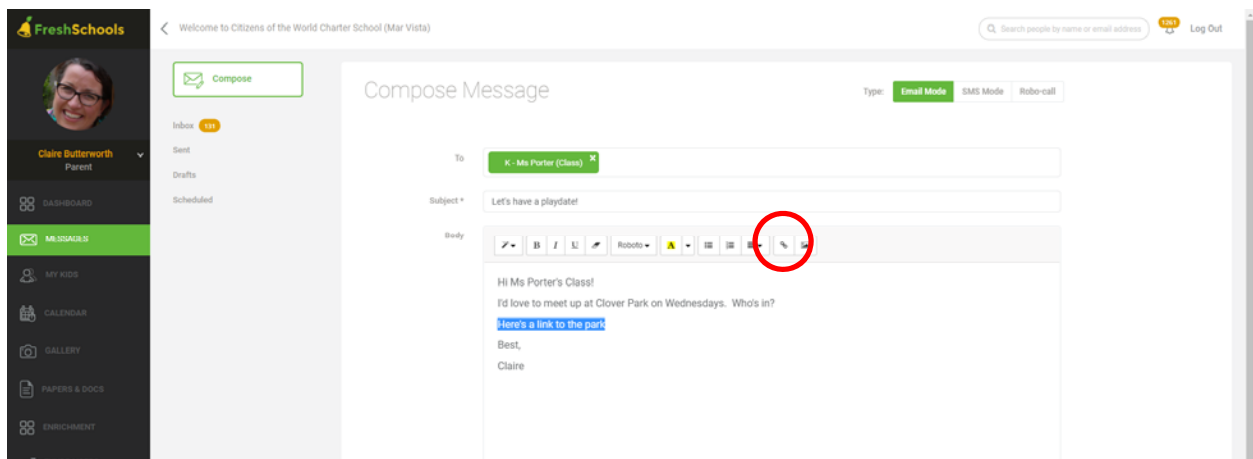
Log in

Go to Messages

Click Compose

To select recipeints, start typing the name you want in the To box. To send to your class, choose the class name, e.g. K – Ms Porter (Class). To send to just one person, start typing their name. If you don't know the name of the parent/guardian, start typing the child's name and it will show "Parents of <child's name> (Student)".

Type in a Subject in the Subject box and begin composing your message. Message drafts are automatically saved and can be viewed in the Drafts section at a later time.

To insert a link, highlight a section of text and click on the link icon.

Enter in the link in the "To what URL should this link go?" box. You can change the text in the "Text to display" box. Click "Insert Link" when ready.
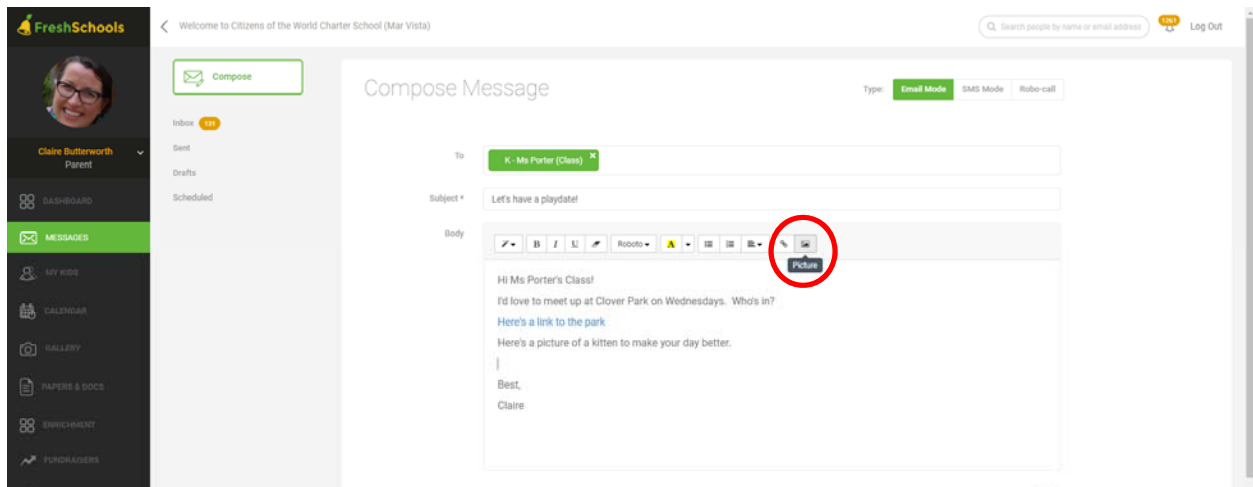
Insert Link   ✕

Text to display

Here's a link to the park

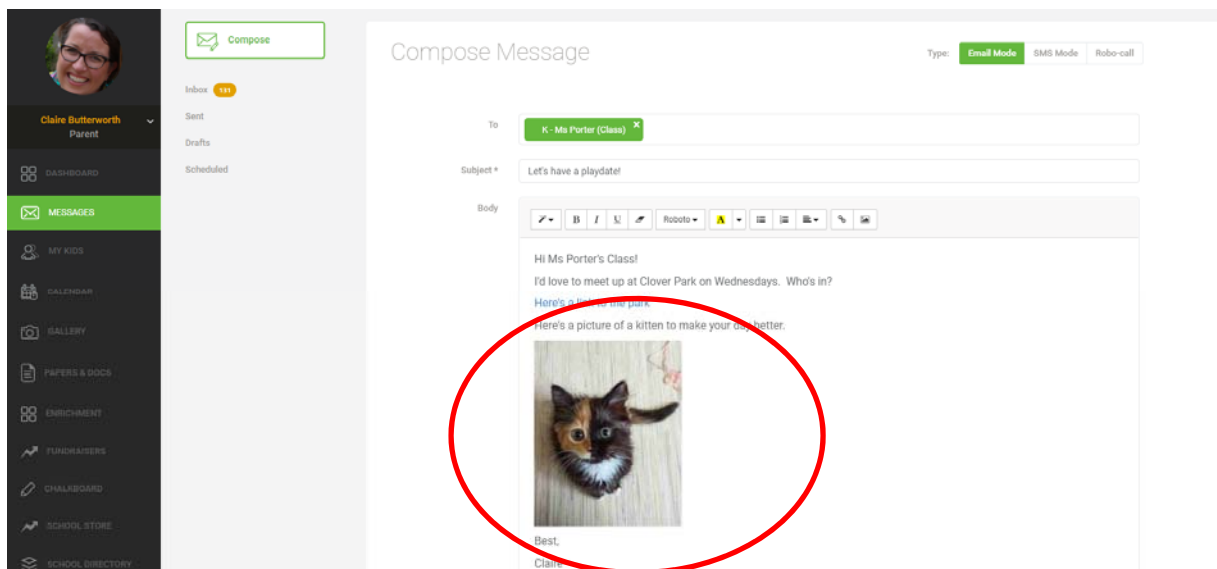**To what URL should this link go?**

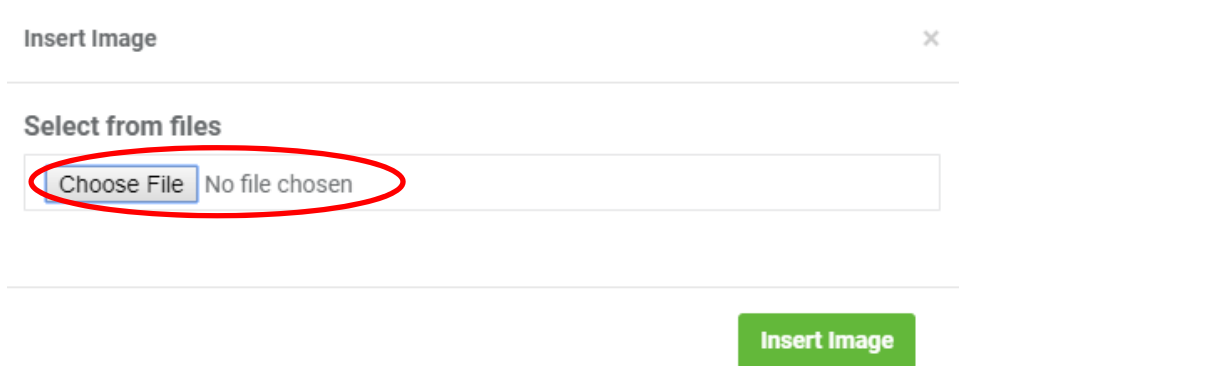https://goo.gl/maps/mv2L9nAcnfR2

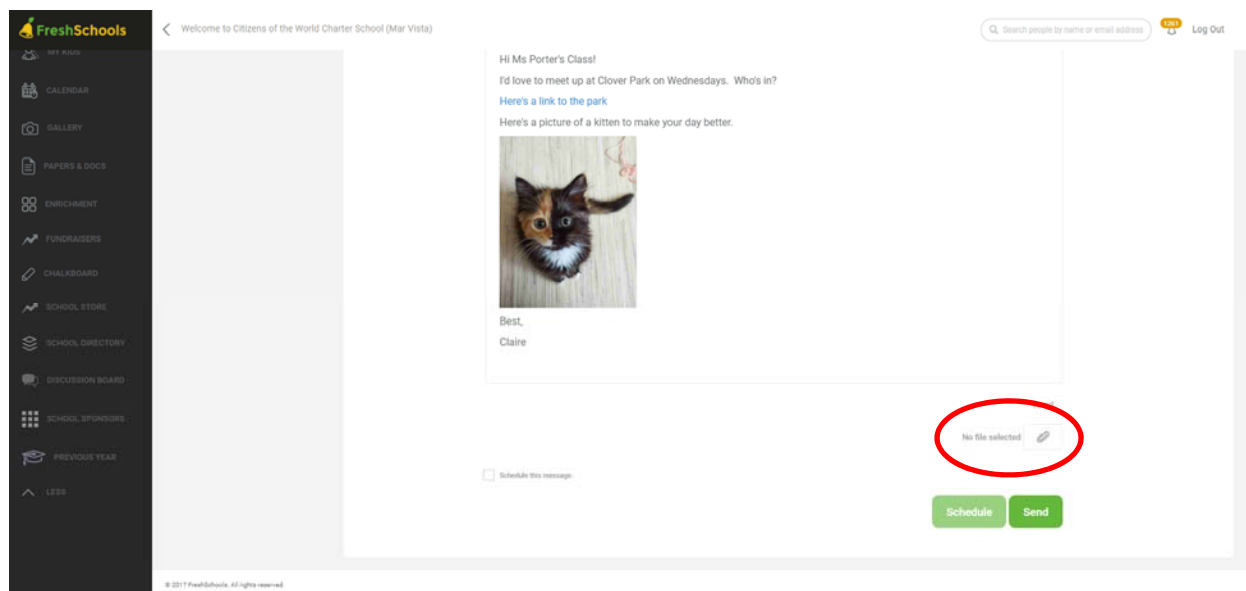☐ Open in new window

Insert Link

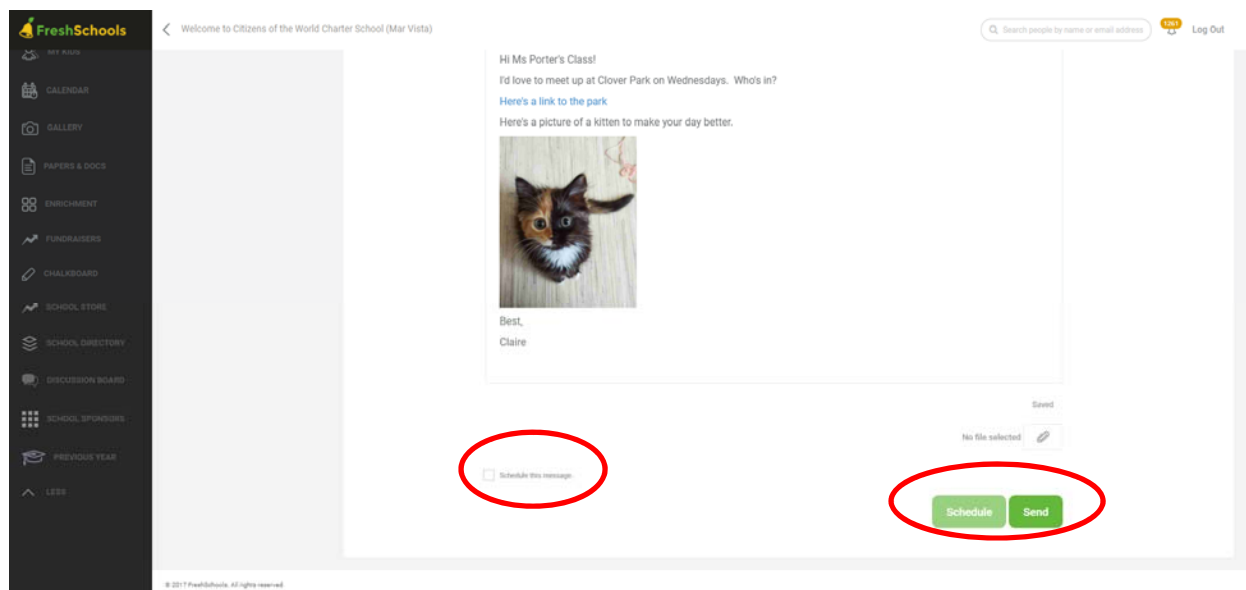You can also insert pictures. Click on the Picture icon.

Choose the picture to upload from your computer. When chosen, click "Insert Image"

You can also include attachments by clicking on the paper clip icon at the bottom right of the message body. Choose the file you want to attach from your documents. If you want to delete the attachment from the message, simply click the "x" next to "<number> file"

When you are ready to send, you can either click "Send" or you can schedule the message to go out at a particular time.

Email admin@cwcmarvista.org if you have any trouble!