

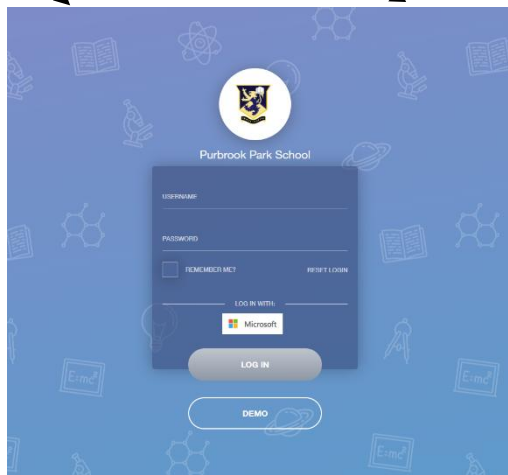
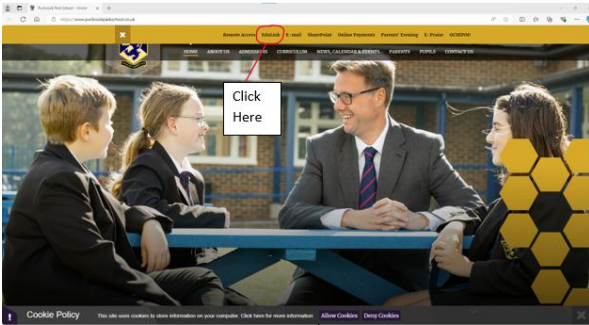
Did You Know.....?

You can send emails to Teachers, Tutors & House Leaders on Edulink

Step 1 - Log in on Edulink (Web Browser or App)

Web Browser

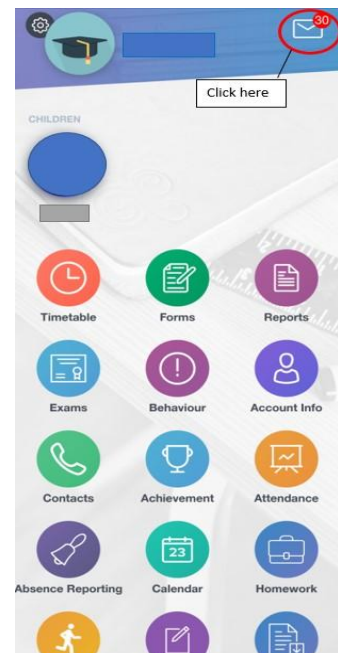
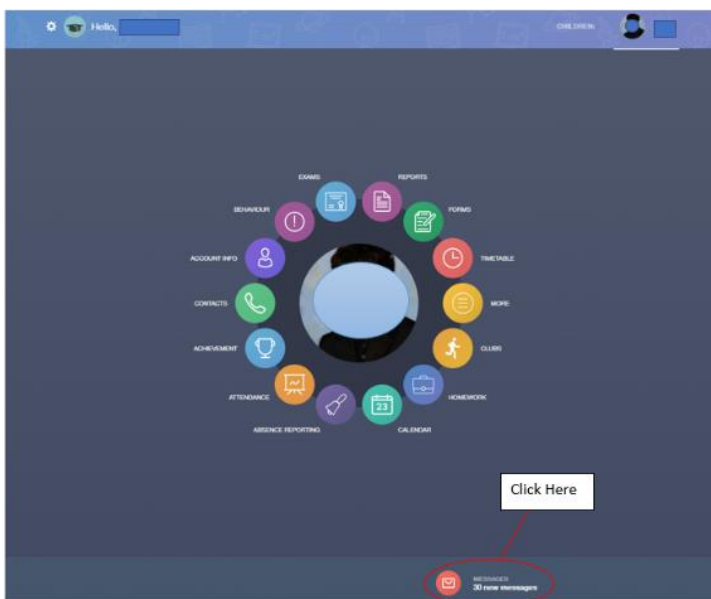
App



Step 2 – Select Messages

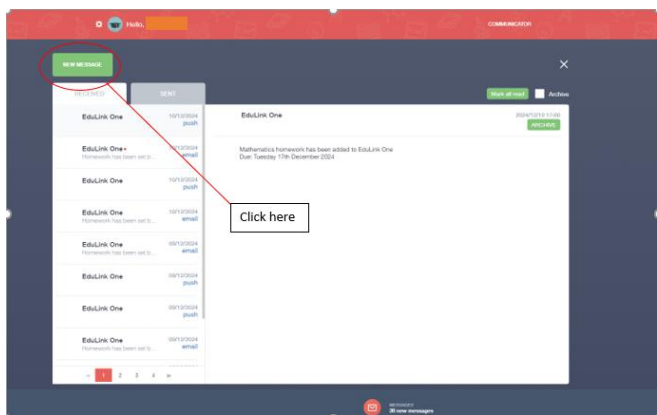
Web Browser

App

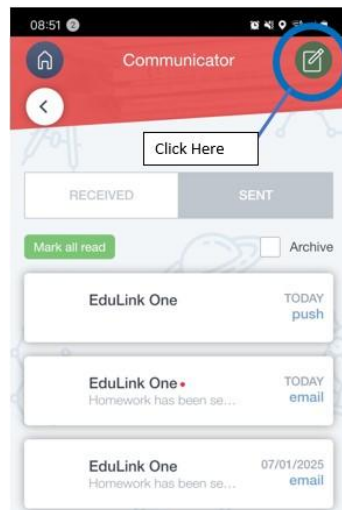


Step 3 –

Web Browser – New Messages

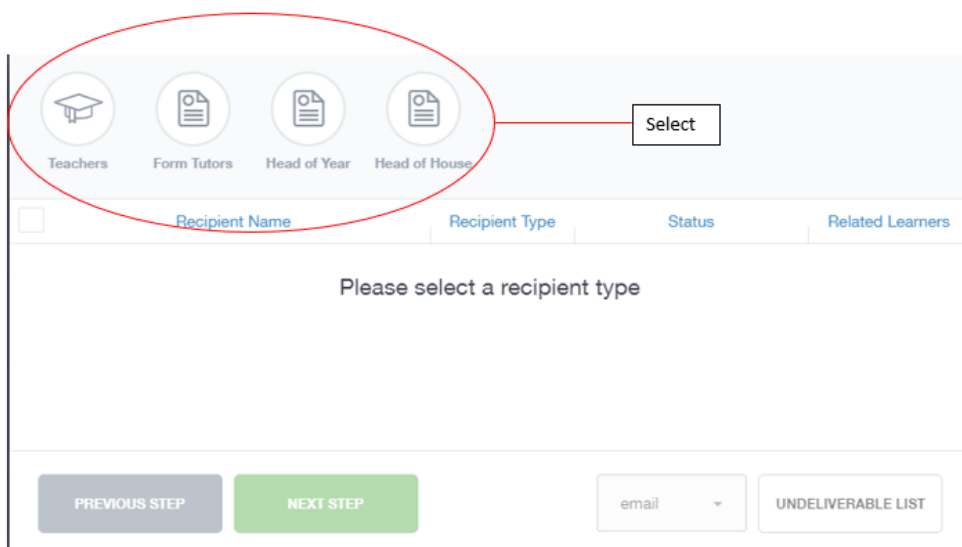


App – Compose Message



Step 4 – Choose Member of Staff to Email

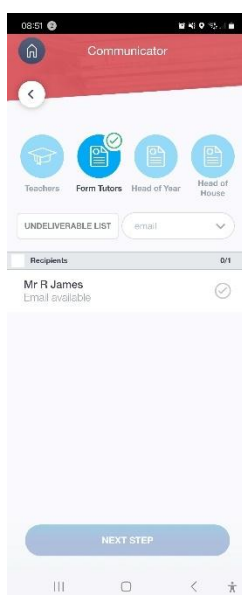
4a



4b Teacher



Tutor



Head of Year



4c Select One or More

The screenshot shows a selection interface for email recipients. At the top, there are four icons representing different recipient groups: Teachers 11 (2), Form Tutors, Head of Year, and Head of House. A callout box points to the 'Teachers 11 (2)' group with the text 'Select 1 or more people to email'. Below this is a table with columns for Recipient Name, Recipient Type, Status, and Related Learners. Three recipients are listed: Mr L Atiyah (Teacher, Email available), Mr R Gunn (Teacher, Email available), and Mr R James (Teacher). The first two recipients have green checkmarks in a column to their left, which is circled in red. A callout box points to the 'NEXT STEP' button at the bottom with the text 'Then click next step'. The 'NEXT STEP' button is also circled in red. Other buttons include 'PREVIOUS STEP', 'email', and 'UNDELIVERABLE LIST'.

5- Compose & Send Email

The screenshot shows an email composition interface. At the top, there is a 'Message Subject:' field, which is circled in red and has a callout box pointing to it with the text 'Subject Title'. To the right of the subject field is a rich text editor with formatting options: Bold (B), Italic (I), Underline (U), Strikethrough (S), font size (14), font color (A), and font family (HELVETICA NEUE). Below the subject field is a large text area with the placeholder text 'Text' and 'Email Here'. At the bottom left, there are 'BACK' and 'SEND' buttons. The 'SEND' button is circled in red. To the right of the 'SEND' button is an attachment icon (a paperclip), which is also circled in red and has a callout box pointing to it with the text 'Attachments if needed'.