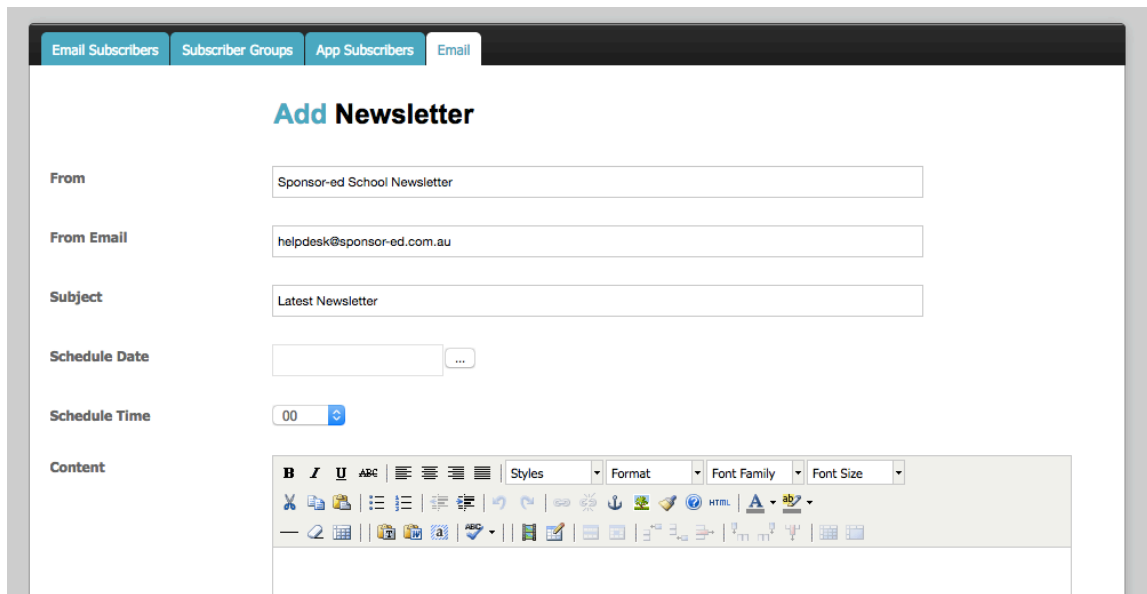


# Email Scheduler

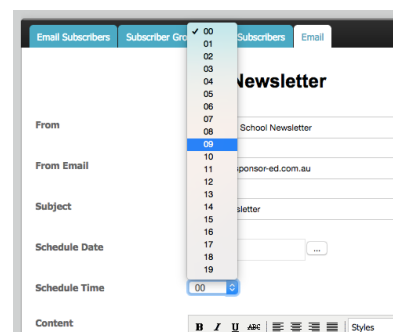
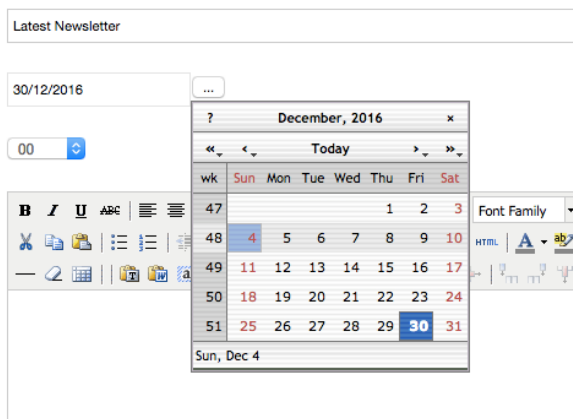
Want your parents to read your newsletter??? We've done plenty of research in regards to school newsletters – the best time to send them out – THE WEEKEND! But who wants to worry about getting the newsletter out on your day off?

The 2016 upgrade brings to you an email scheduler.

1. COMMUNICATE – Email: Create your e-newsletter as usual. (Please see “Creating an e-newsletter” cheat sheet if you need help with this).

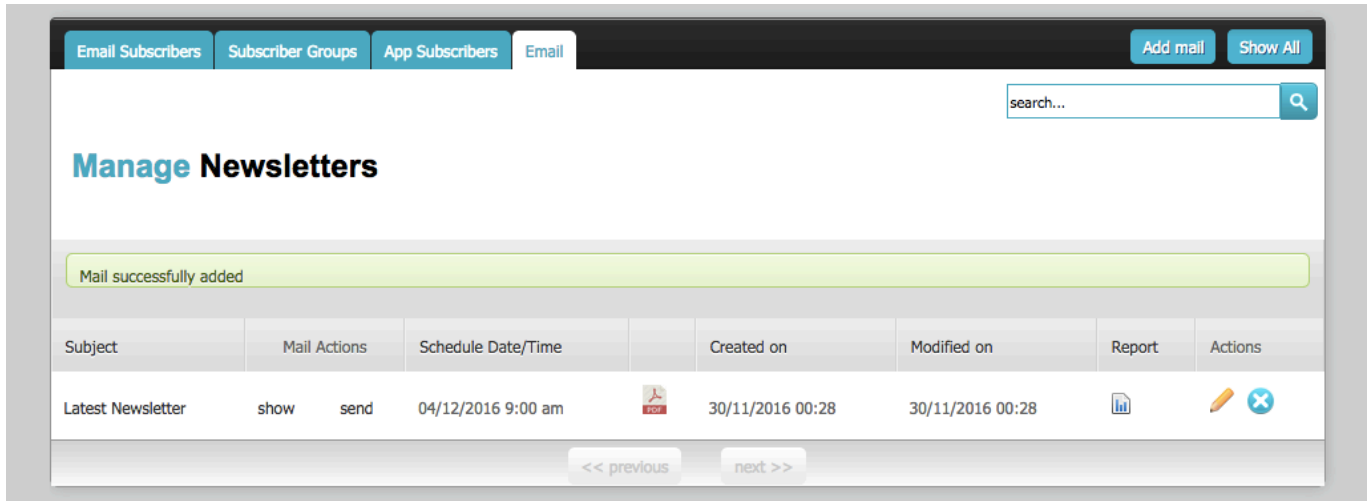


2. You will now see there is an option for Schedule Date and Schedule Time. Choose your date and hour you wish to send.



# Email Scheduler

3. Scroll to the bottom and hit SAVE. Your newsletter is now scheduled to be emailed as seen below.



Subject	Mail Actions	Schedule Date/Time	Created on	Modified on	Report	Actions
Latest Newsletter	show send	04/12/2016 9:00 am	30/11/2016 00:28	30/11/2016 00:28		

4. And don't forget you can now link your QuickView to your email so your parents can see your upcoming events! Simply add the @@quickview@@ code to the body of your email.

**Latest Newsletter**

Dear Subscribers Name,

[Click here](#) to view our latest newsletter.

Happy reading!  
The School of Sponsor-ed

**Event Quick View**

TUE 6TH DECEMBER <b>Fourth Orientation Day for 2017 Prep Students</b>
FRI 9TH DECEMBER <b>Whole-school Fun Fields Excursion</b>
FRI 9TH DECEMBER <b>Return 2017 booklists by today</b>
MON 12TH DECEMBER <b>Grade 6 Graduation Dinner</b>
TUE 13TH DECEMBER <b>Big Write - Letter</b>
WED 14TH DECEMBER <b>Grade 6 Cluster Transition Day</b>