

# Email - Cheat Sheet

## Email Home Page

### Edit

Edit your email, by selecting the text.

### Insert

Insert an image, link, media or table to your email.

### View

View the source code, or preview your email full screen.

### Format

Format your email with different type options. Add heading blocks or align text.

### Table

Insert or amend a table.

**Drop Down to Type Your Own Message**  
Type your own message or choose a template from within the system.

**Subject**  
Your email heading.

**Attach File**  
Attach a file to your email.

### Content Area

Begin typing your email here.

Home   Help   Change Password   Text Replies   Admin   Reports   Parents' Evening   Log Out

### Drop Down to Select Contacts

Select who you are sending the email to.

Select Contacts

Name	1st Email	2nd Email	3rd Email	4th Email

### Send Email

Click when you are ready to send your email.

Send Email