# teachers2parents

# Text - Cheat Sheet

## Text Home Page

**Content Area**
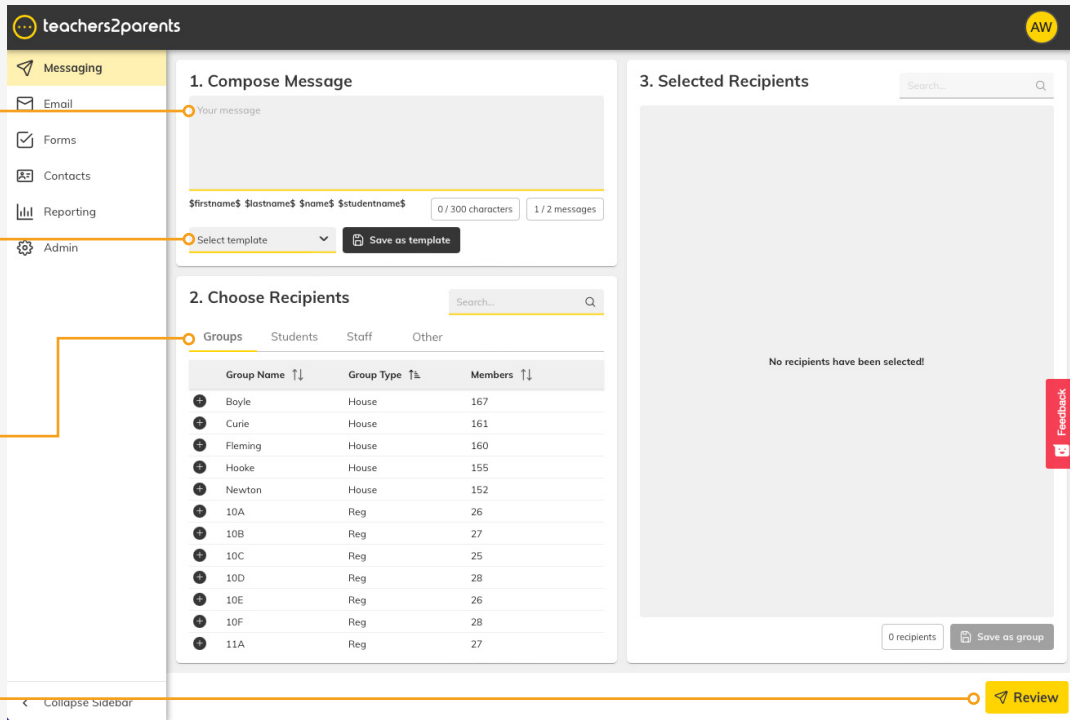Begin typing your SMS here.

**Drop Down to Use A Template**
Choose a previously saved template.

**Recipients**
Filter by group, students, staff & more. Press the plus to select.

**Review**
Once you're finished, head to review.



**Sending to**
Select priority 1 or all contacts.

**Scheduling**
Select the date & time you want to schedule for, or switch off & send.

**Send/View**
Preview message or send.

eduspot