

School Messenger – Easy Start

Go back to the START tab and find the EASY START button on that page:

Fill in Report Title and check General Outreach button.

Check the third option – Record and Write. Here you record your voice on the phone message and you type an email message. Do not use their translation service.

OR Check the fourth option – Customize. Here you can type the message for phone and email and a computer voice will read your phone message. Do not let them translate the message.

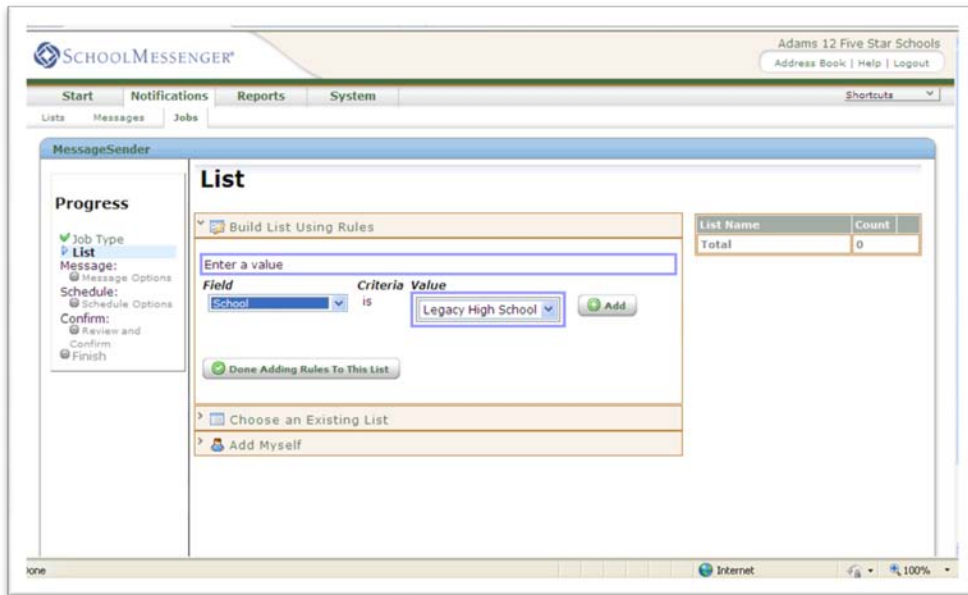
The screenshot shows the School Messenger web interface. The browser address bar shows 'SchoolMessenger: adams12libraryservices - home'. The page is titled 'Progress' and has a sidebar menu with options: Job Type, List, Schedule, Schedule Options, Confirm, Review and Confirm, and Finish. The main content area has the following fields and options:

- Job Name:
- Type/Category:
- Notification Method: General Outreach
- Record: (Options: EasyCall, Record Phone Message, Auto Email Alerts)
- Write: (Options: Type All Messages, Text-to-Speech Phone, Automatic Translation)
- Record & Write: (Options: Record Phone Message, Type Email Message, Automatic Translation)
- Customize: (Options: Use Your Saved Messages, Customize Message Combination Options)

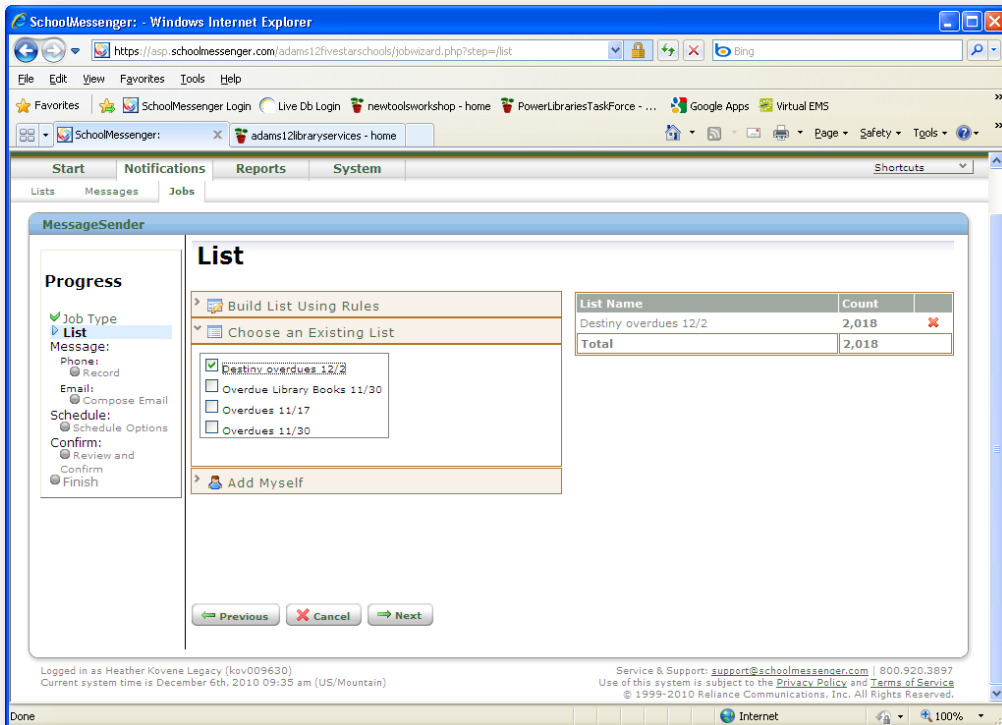
At the bottom of the form are 'Cancel' and 'Next' buttons. The footer contains the following text:

Logged in as Heather Kovane Legacy (kov009630)
Current system time is December 6th, 2010 09:29 am (US/Mountain)
Service & Support: support@schoolmessenger.com | 800.920.3897
Use of this system is subject to the [Privacy Policy](#) and [Terms of Service](#)
© 1999-2010 Reliance Communications, Inc. All Rights Reserved.

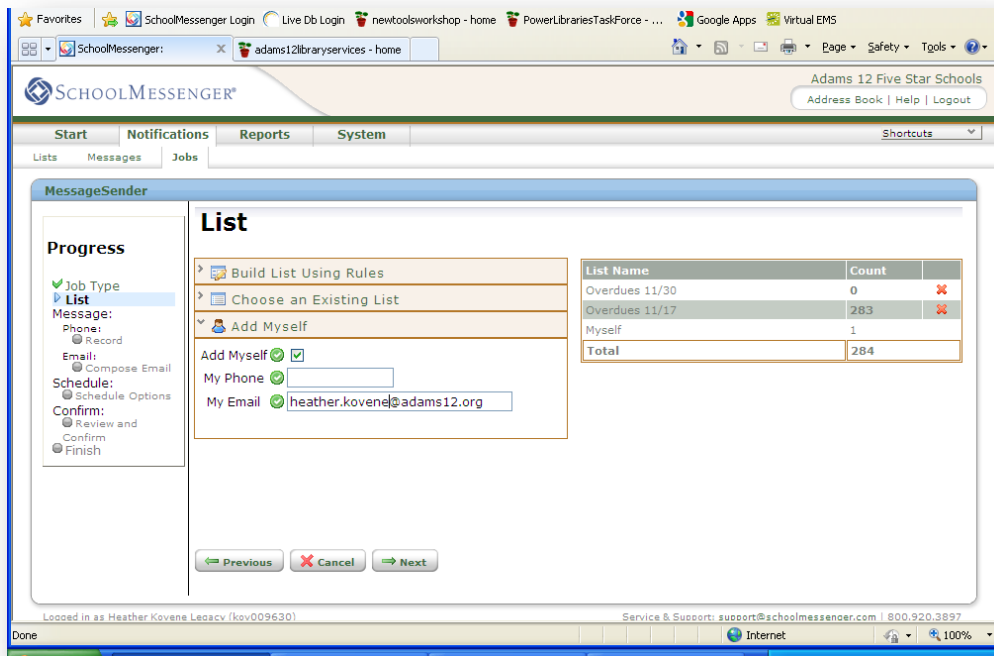
On the list screen, click Build List Using Rules. Choose Select a field to filter on... then Filter by School, choose your school name, then click ADD, then click Done.



Now Click Choose an Existing List and pick the list you've uploaded into School Messenger. Look at the box on the right to make sure you are going to send to only the correct list!

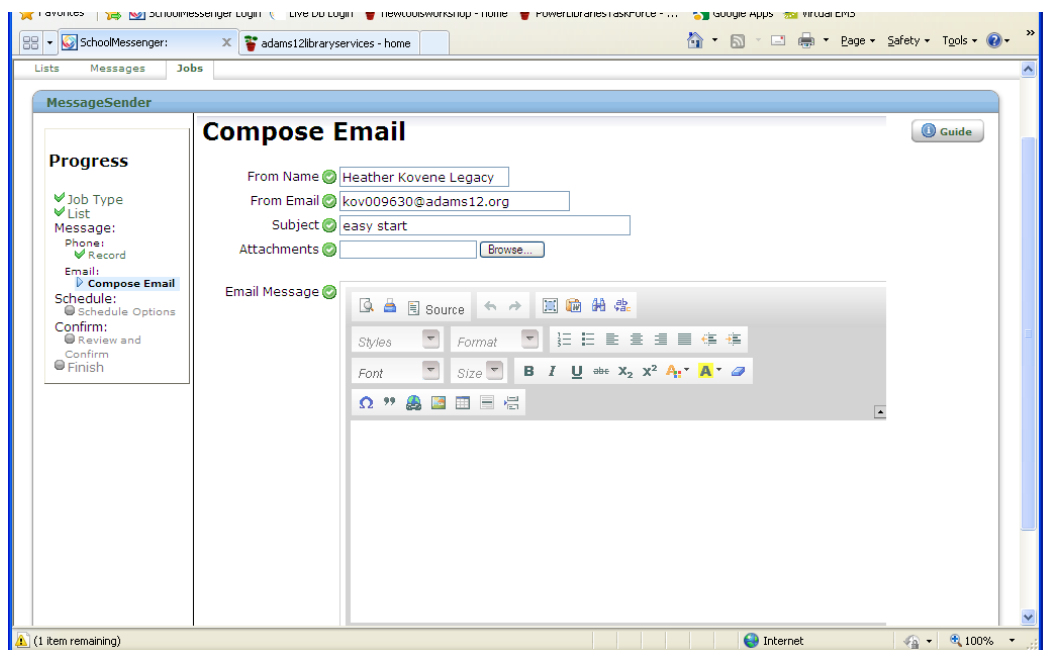


The Add Myself option lets you put in your email and your library phone number so you will get the message you send out to your parents.

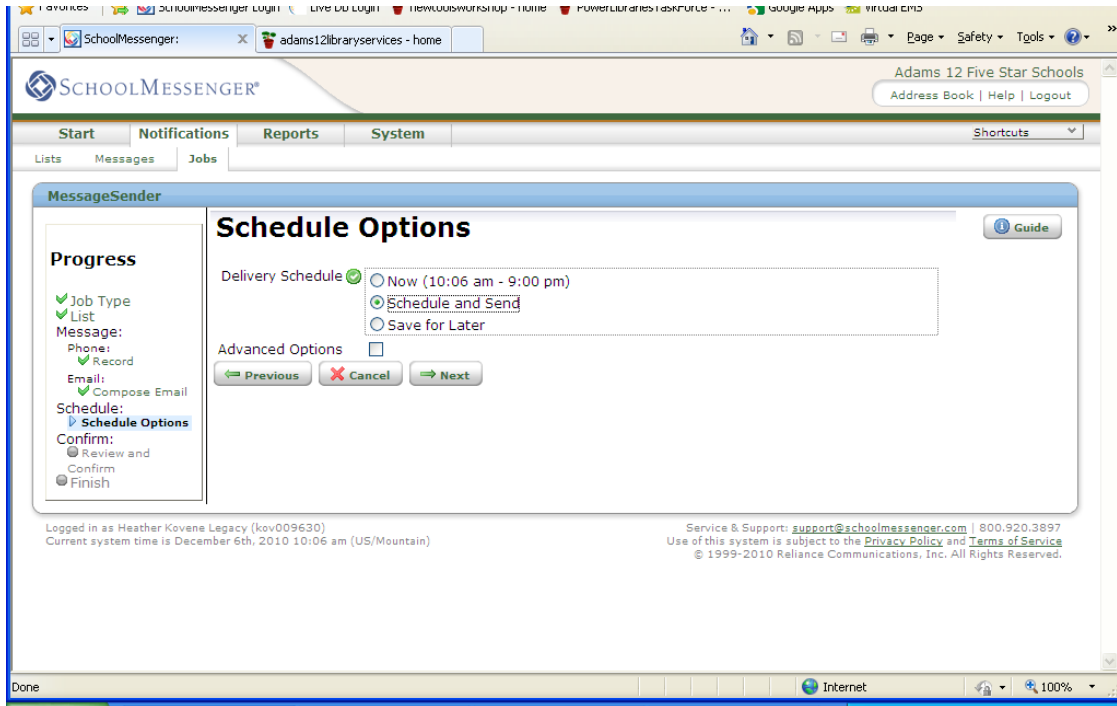


Next, record your phone message.

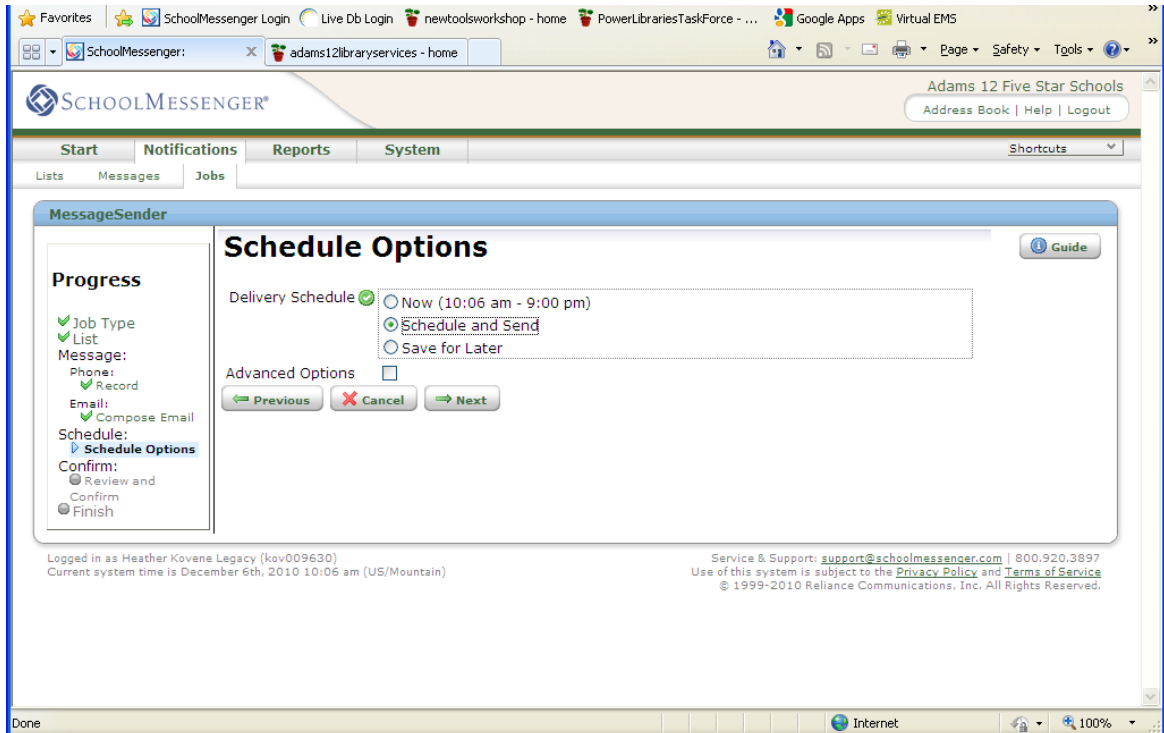
Then, either type in the email message or upload it from a file on your computer.

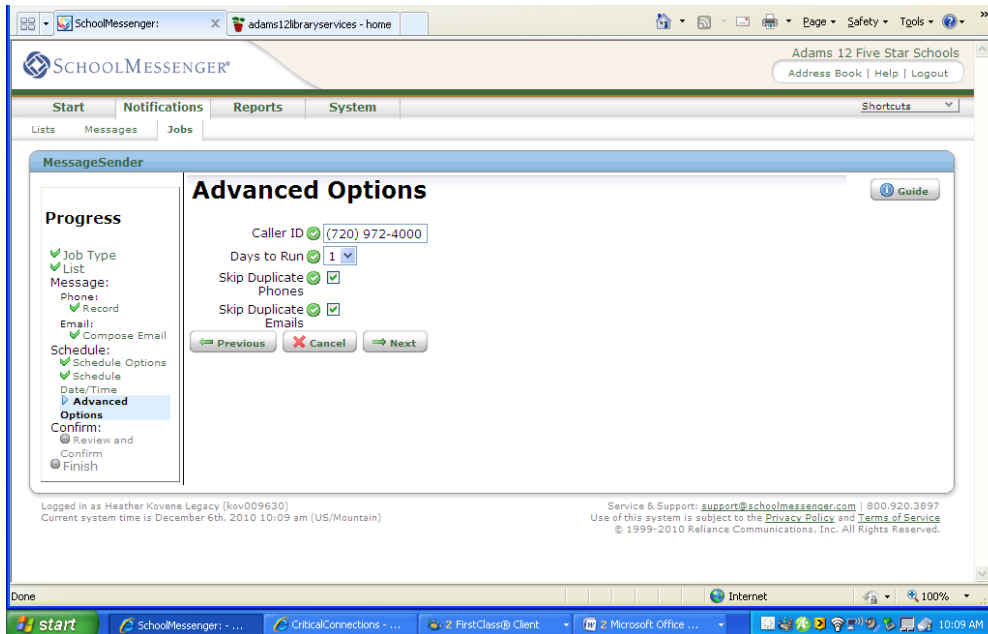


Next Click Schedule and Send, then click Next.



Put in the DATE you want it to run and the TIMES you want it to run. Click Next.





Change the phone number to your Library phone number, so you get the calls.

Leave the duplicates options checked.

Review and Confirm your job. If it is correct, click Confirm and then Next.

