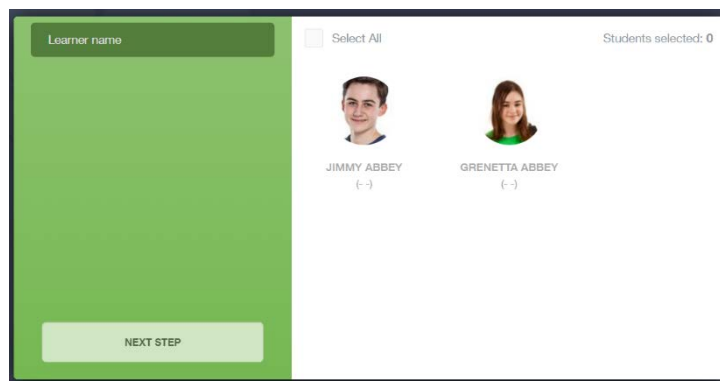
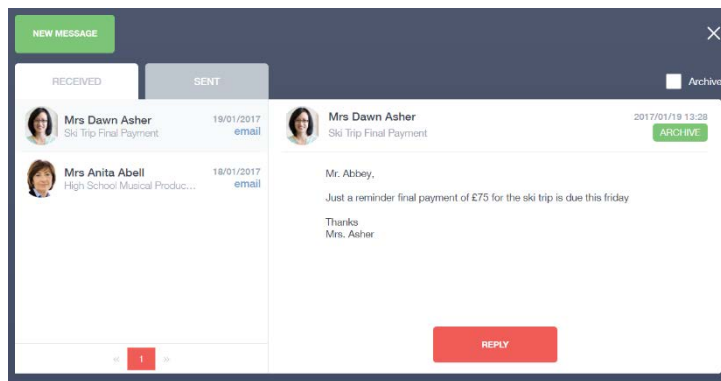
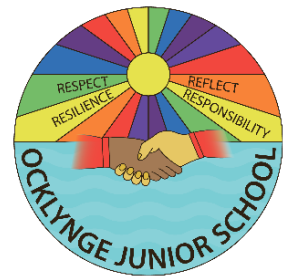


## Parent How-to-Guide: Messaging

The 'Messages' area of EduLink can be found at the bottom of the screen.



To begin a new message, you will need to click on the Green New Message button. Next you will need to select your child/children. Once selected click the next steps button.



## Sending a message

Here is where you pick the recipient of your message. Depending on who you want to send to, you can pick from the relevant boxes. To select or deselect teachers just click on the green tick. Then click the Green Next Steps button.

The screenshot shows a 'SELECT RECIPIENTS' window. At the top, there are two selection boxes: 'Teachers 94 (91)' (selected) and 'Form Tutors'. A 'Message Type' dropdown is set to 'email'. Below is a table of recipients:

Recipient Name	Recipient Type	Status	Related Learners
<input checked="" type="checkbox"/> Anita Abell Abell@example.com	Teacher		
<input checked="" type="checkbox"/> Mary Anderson MAnderson@example.com	Teacher		
<input type="checkbox"/> Salina Andrawe			

At the bottom, there are three buttons: 'PREVIOUS STEP' (disabled), 'NEXT STEP' (active), and 'UNDELIVERABLE LIST'.

Next you fill in the Message Subject Box and the main message box with the information you wish to send. You can also click on the paper clip to attach a file if needed. Once that's all filled out you can click the send button.

If you require further support, please email [office@ocklynge.co.uk](mailto:office@ocklynge.co.uk) or access the user guides on our website.