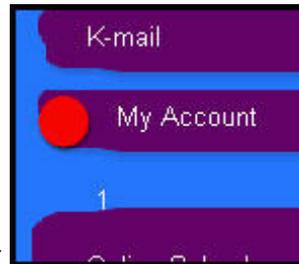
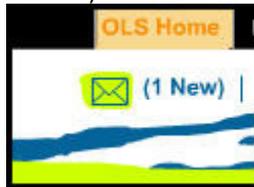


## K-Mail Tips

### Receiving a K-Mail



You will see an icon in your My Info account



Online School account indicating the number of new K-Mail in your communication center.

### Composing New K-Mail

A new K-mail allows you to send "To" ONE recipient from the available roles, and then you may select as many "CC" and "BCC" recipients as you need to from the school staff roles available.

1. To create a new K-mail simply click on the **New K-Mail** option in the Actions menu.
2. You will then need to select your recipients by selecting **Edit**. This will open a new window where you will need to select the school, and then the roles you would like to be displayed or searched. To select multiple roles, hold down the ctrl key before selecting.
3. Once you have selected the appropriate school and roles, you will either type a name in the first or last name field and "search", or you can simply select "show all" to view all available recipients from those roles.
4. After selecting your recipients, you will need to click on **Return to Message**. *\*You will ONLY be able to select ONE recipient to send "To" in a K-Mail.*
5. To complete your K-mail, you can add up to 5 attachments. Finally, you will create an appropriate subject line and add text to the body of your K-mail.
6. The final step is to select **Send Now** or **Save As Draft**. If you change your mind, you can select "Cancel".

## Where is the spell check?

After completing all of the text in your communication, look in the editor across the top of the K-Mail body and you will see a blue checkmark with the letters ABC. By selecting this, it will then scan the content of your K-Mail and signify any unrecognized words by putting a red wavy line underneath. Currently, the spell check is not automatic, nor will it make alternate spelling recommendations.

## Attachments

You may upload and attach up to 5 documents that combined are no larger than 15 MB. It is possible to upload zipped files, but the size limitation remains. Browse for and select your file, then click on "upload". After attaching the file, you have the option to select and then upload additional files. Once files are attached, there is a small gray x to the right that allows quick removal of attachments if necessary.



## How do I mark a K-Mail as "unread?"

It is not currently possible to mark K-Mail as "unread." Once they are opened, the date/time stamp is added.

## How do I forward a K-Mail?

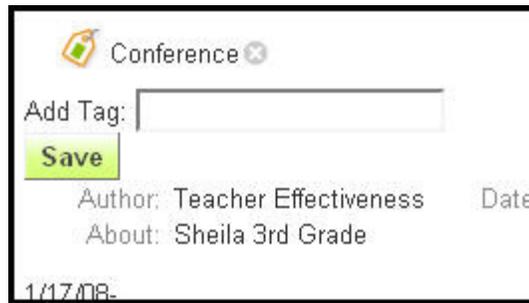
There is not a specific "forward" for K-Mail, but it is possible to open a K-Mail and change the recipients when you reply, which will do the same thing as a forward.

## How do I delete a K-Mail?

Currently, it is not possible to delete K-Mail. You can move older K-Mail into your archive to clear your inbox or outbox. If you make a mistake and need to have a K-Mail removed that has been sent, you will need to contact your school administrator to initiate and approve the K-Mail removal procedure.

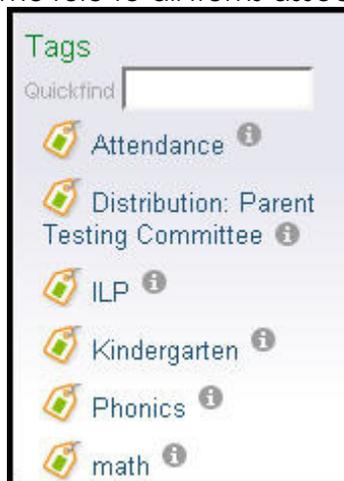
## Tags View and Tagging

Tags are a powerful way to organize your communication. Tags are easily created, edited, and removed after a communication has been created and saved. To create a tag, you will need to open the K-Mail or note you would like to add it to, then simply type in the tag name (or select an existing tag that pre-populates as you start typing) and click save.

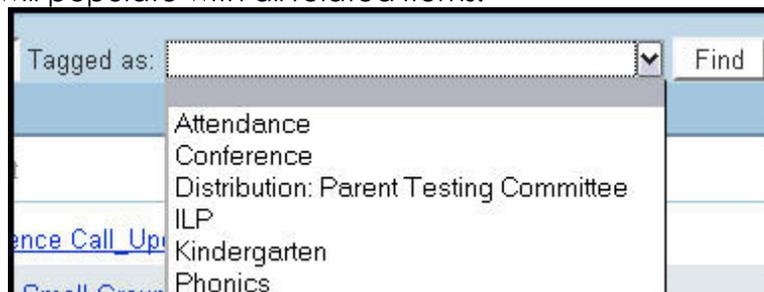


It's that simple! You can add as many tags as you would like, and all of the tags that you create are available to select from the Tag View area. A quick click will pull up all items that have that tag.

To edit or delete a tag, you can click on the small "i" that is in the grey circle next to the tag. This will allow you to rename or remove completely that tag and it will automatically apply that same rule to all items associated with that tag.



To quickly locate all items that have a specific tag, click on the dropdown arrow located at the top of the viewing window and select the Tag you are looking for. The window will populate with all related items.



### **Tags View and Tagging FAQs:**

**Does it only search the tags or will it also search the title of the email?**

The search includes tags, subject, and body of all communications. You can do a simple search within the mailbox you are in, or you can select the advanced search to include multiple search fields or search in multiple mailboxes.

### How do I add a tag while I am creating my K-Mail or note?

Currently, you can only add tags individually after they have been created and saved. It is not possible to add multiple tags at one time, nor is it possible to add tags while you are creating your K-Mail or note.

### Can tags be put on old messages, e.g. I look up a message from a student, can I add tags at that point, or only when I first create a message?

Tags are created/added while in “view” mode for any K-mail or communication, not when you are creating the message. You can add a tag to any communication after its creation.

### Can you see a list of your existing tags?

Yes, in the left navigation bar within the communication center, toward the bottom.

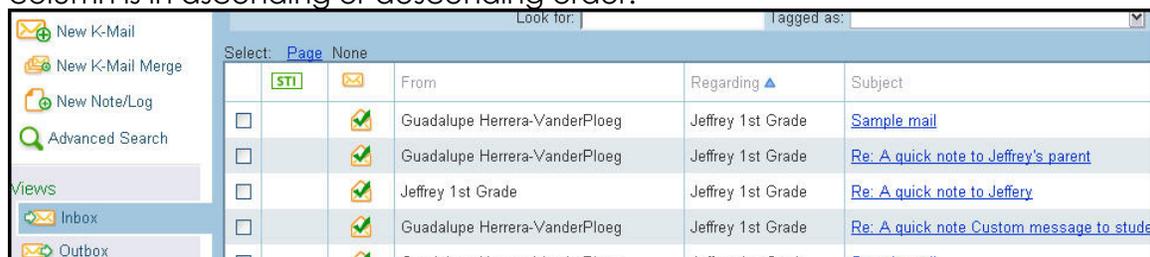
### Did you say you don't have to tag something if it is already in the body of the letter?

Since the search feature includes the subject and body of the communication, it isn't necessary to create a tag for something that is included in the message or note. However, if you want to quickly search for, or view a specific type of K-mail or Note, then creating an appropriate tag would be a very easy way to do this.

## Views

### Inbox View

The Inbox is where all K-Mail that you have received is stored and available to view. It remains here unless you move it to the archive area. You can sort information by clicking on the column header. The arrow indicates whether the column is in ascending or descending order.



Select	Page	None	From	Regarding	Subject
<input type="checkbox"/>			Guadalupe Herrera-VanderPloeg	Jeffrey 1st Grade	<a href="#">Sample mail</a>
<input type="checkbox"/>			Guadalupe Herrera-VanderPloeg	Jeffrey 1st Grade	<a href="#">Re: A quick note to Jeffrey's parent</a>
<input type="checkbox"/>			Jeffrey 1st Grade	Jeffrey 1st Grade	<a href="#">Re: A quick note to Jeffery</a>
<input type="checkbox"/>			Guadalupe Herrera-VanderPloeg	Jeffrey 1st Grade	<a href="#">Re: A quick note Custom message to stude</a>

### Inbox View Mail Status Icons

There are three status icons in your inbox.



The closed envelope indicates that this communication is currently unread.



The open envelope with the green check indicates that you have opened this K-Mail.



The envelope with the green arrow indicates that you have replied to this K-Mail.

### Outbox View

The Outbox is where all K-Mail that you send will be stored. It remains here unless you move it to the Archive. K-Mail in the Outbox can also be sorted by clicking on the column header and the blue arrow will indicate which column it is sorted by and whether it is in ascending or descending order.

Select	Page	Note	To	Regarding	Subject
<input type="checkbox"/>			Guadalupe Herrera-VanderPloeg	Manny Kindergarten	<a href="#">Re: Will you send me an extr...</a>
<input type="checkbox"/>			Teresa Coach		<a href="#">This kmail is a test.</a>
<input type="checkbox"/>			Allison Cleveland	TED Demo 5th Grade	<a href="#">Testing to see if "about" stud...</a>
<input type="checkbox"/>			Allison Cleveland		<a href="#">Can I send messages ONLY</a>
<input type="checkbox"/>			Amy Alvarez-demo		<a href="#">test distribution</a>
<input type="checkbox"/>			Tommy 7th Grade	Tommy 7th Grade	<a href="#">Middle School Math</a>
<input type="checkbox"/>			5th Grade .-demo	5th Grade .-demo	<a href="#">Sample Word Paste</a>
<input type="checkbox"/>			Guadalupe VanderPloeg		<a href="#">A quick note with a link</a>
<input type="checkbox"/>			Guadalupe Herrera-VanderPloeg	Manny Kindergarten	<a href="#">Re: Will you send me an extr...</a>
<input type="checkbox"/>			Guadalupe Herrera-VanderPloeg	Manny Kindergarten	<a href="#">Re: Will you send me an extr...</a>

### Outbox View Mail Status Icons



The closed envelope indicates that the K-Mail is unread by all recipients.



The open envelope indicates that the K-Mail has been read by SOME of the recipients.



The open envelope with the green checkmark indicates that the K-Mail has been read by ALL recipients.



The stacked envelopes indicate a K-Mail Merge was sent.

### Archive View and Archiving

K-Mail that are in the archive lose their mail status icons, so the only way to determine that status is either to move them back into the in/outbox, or to open them to look at the individual recipient status.

Select	Page	Note	To	Regarding	Subject
<input type="checkbox"/>		Note	Teacher Effectiveness	Heather 6th Grade	<a href="#">ILP Q1 Q2</a>
<input type="checkbox"/>		Note	Teacher Effectiveness	Heather 6th Grade	<a href="#">Attendance plan</a>
<input type="checkbox"/>		Note	Teacher Effectiveness	Heather 6th Grade	<a href="#">Eliminate sessi...</a>
<input type="checkbox"/>		Note	Teacher Effectiveness	Heather 6th Grade	<a href="#">Work samples fe...</a>
<input type="checkbox"/>		Note	Teacher Effectiveness	Manny Kindergarten	<a href="#">ILP Manny Kinde...</a>
<input type="checkbox"/>		K-Mail	Teacher Effectiveness	Guadalupe Herrera-VanderPloeg	<a href="#">Re: Will you sen...</a>
<input type="checkbox"/>		Note	Teacher Effectiveness	Tommy 7th Grade and 1 more...	<a href="#">STI 09: Study Is...</a>
<input type="checkbox"/>		Note	Teacher Effectiveness	Manny Kindergarten and 2 more...	<a href="#">STI 09: Small Gr...</a>
<input type="checkbox"/>		K-Mail	Teresa Coach	Teacher Effectiveness	<a href="#">Re: This kmail is...</a>
<input type="checkbox"/>		Note	Teacher Effectiveness	TED Demo 1st Grade	<a href="#">STI 09: Power Co...</a>

## **Archive View and Archiving FAQs:**

### **Can archived items be organized in any fashion or do they all just go into archive as another area for holding?**

Items that are in the archive use the same tagging system as the rest of K-Mail and are organized using the tag structure that you have created and assigned to them.

### **Will a search include items in the archive and do I have access to view and “un-archive” them?**

Items in the archive are available to view at any time. You also have the option to remove them from the archive and put them back into your inbox if you need to. A search will include all types of communication including the archive area.

### **Will we have the capability to delete old K-Mails to prevent inbox clutter?**

No, the archive feature will remove K-Mail from your inbox to prevent the clutter, but it is not possible to delete K-Mail.