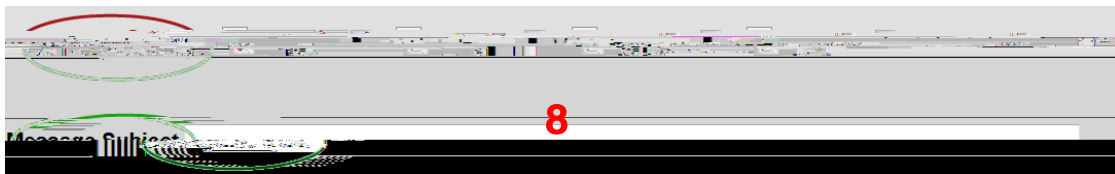






8. Choose the desired Delivery Device. (Note: If you select a device, it will show in the Process Inbox of the student and or parent portal.)

Enter a Message Subject.



## Next Step: Create Your Message

9. Create your message. It is best to type the message in this field instead of copying it from another word processing program and pasting it here.
10. To personalize your message, you may use the Fields tool, which pulls directly from the Ad Hoc fields. For instance, to send a message to the Parents/Guardians, do the following, Click on the blue and yellow icon, then select the desired fields.



