CONNECTNOW
RELIGIOUS
EDUCATION
GUIDE

Please visit www.ConnectNowParishResources.Weebly.Com for additional tutorials.
Please visit www.ConnectNowParishResources.Weebly.Com for additional tutorials.
TABLE OF CONTENTS

- CHAPTER 1 - INTRODUCTION (PAGES 1-6)
  ○ Explanation of the ConnectNow Family Directory as relates to Religious Education
  ○ Importance of Family Directory as relates to Religious Education
  ○ What do I need to learn to setup Religious Education?
  ○ Learning ConnectNOW - Training Available

- CHAPTER 2 - ACCESSING CONNECTNOW (PAGES 7-13)
  ○ Logging in to ConnectNOW
  ○ What is on the ConnectNOW Family Suite Home Page
  ○ Which Modules do I have access too?
  ○ Covering the Dashboard of ConnectNOW
  ○ Viewing information in Dashboard of ConnectNOW
    ■ Terms/View By Options (Class, Day, Session, Day)
    ■ Viewing additional Grade info
    ■ Viewing dates, time, leaders, students and classes
    ■ Understand +/- usage on screen
    ■ Active modules

- CHAPTER 3 - CONFIGURING TERMS AND SESSIONS (PAGES 14-23)
  ○ Configuring School Term
  ○ Configuring Sessions
  ○ Configuring Classes

- CHAPTER 4 - NAVIGATING QUICK REPORTS (PAGES 24-27)
  ○ Using quick reports
  ○ Quick report samples

CONTINUED ON NEXT PAGE..........................
● CHAPTER 5 - ADDING STUDENTS TO CLASSES (PAGES 28-35)
  ○ Adding students to a class
  ○ Adding leaders to a class
  ○ Student Directory Information
  ○ View all students in a term
  ○ View all students in a grade
  ○ View all students in a class
  ○ Use Quick Reports in Student Directory
  ○ Training exercises within Student Directory
  ○ General Student Record Information

● CHAPTER 7 - EMAILING FROM CONNECTNOW (PAGES 36-44)
  ○ Introduction to emailing
  ○ Selecting Records
  ○ Web Based Emailing
  ○ MS Outlook Emailing
  ○ Requirement
  ○ Tips

Please visit www.ConnectNowParishResources.Weebly.Com for additional tutorials.
CHAPTER 1 - INTRODUCTION

EXPLANATION OF THE CONNECTNOW FAMILY DIRECTORY
AS RELATES TO RELIGIOUS EDUCATION MODULE

ConnectNow Family Directory is the main database which contains parishioner (family and all members) information. The ConnectNOW program allows for information to be shared, if needed, among parishes and the diocese. The one common database will, in the future, eliminate duplicate records and prevent duplicate records from being added. This process will ensure that diocesan offices and parishes always have the most current family and member data. If a parishioner/family (example) moves from one parish to another, their record is still in the system, including sacramental information. The record is not deleted - it is simply unregistered at one parish and moved to registered status at another parish. Each parish manages its own parishioners' data, and this data is immediately accessible through synchronization to any diocesan office using the ParishSOFT modules. This means that any update—whether it be a phone, address, name change, sacrament, etc - is synchronized immediately online to ensure that both parish and diocese have the latest census and membership data.

Religious Education student data and parental contact info is all, technically, under the Family Directory. All students in Religious Education must be either (A) in the Family Directory or (B) entered into the Family Directory. A student can not be assigned to a class if they are not in the Family Directory. Any update as relates to the student will be completed in the Family Directory. For instance, all contact information in the family record must be updated in order to have updated information. If a parents emergency contact information in their record is not correct - it will not be correct on a students roster. Additionally, any allergies or special needs a student has must be updated in their record in the Family Directory Module. There is only one record for each parishioner or student in the database - the Religious Education module is not a separate record/database.

Please visit www.ConnectNowParishResources.Weebly.Com for additional tutorials.
IMPORTANCE OF FAMILY DIRECTORY AS RELATES TO RELIGIOUS EDUCATION MODULE

Why is the Family Directory Important as relates to Religious Education? Essentially, FD enables you to perform the following:

- Maintain complete and up-to-date census and membership information for your entire organization.

- Locate any family record by name, street address, phone, or ID number. All this info is included in the student roster if needed.

- Add an unlimited number of members per family.

- Maintain and store addresses, alternate mailing addresses, and contact information for students and families. This information is needed for accurate student contact info.

- View and update family and individual member photos. (Optional)

- Communicate easily with families via email. Sending email.

- Extract student data, i.e., G2 info for G2 FHC Baptismal Notifications & More.

- Maintain a comprehensive sacramental registry.

- Print student directories, sacramental audit reports, statistics and more.

STUDENT NOTES/QUESTIONS

Please visit www.ConnectNowParishResources.Weebly.Com for additional tutorials.
WHAT DO I NEED TO LEARN TO SETUP RELIGIOUS EDUCATION?

To successfully setup your Religious Education School Year you will need to do the following:

1. Participate in Training prior to using the software.
2. Log in to ConnectNOW
3. Setup TERMS and/or SESSION
4. Setup CLASSES
5. ASSIGN Students & Catechists to classes
6. PRINT reports, rosters and more

IMPORTANT - Reminder if your student and/or family is not in the Family Directory then you will not be able to assign him/her to a class. You must first enter him/her/their family in Family Directory.

STUDENT NOTES/QUESTIONS

Please visit www.ConnectNowParishResources.Weebly.Com for additional tutorials.
CHAPTER 2 - ACCESSING CONNECTNOW

LEARNING CONNECTNOW

There are several options for you to learn ConnectNow. Learning opportunities are available on www.ConnectNowParishResources.Weebly.Com for all employees in the Archdiocese of Boston. Please email Lisa Trainor (L.A.Trainor@gmail.com) if you have a suggestion for a topic on the website. This site was created to specifically assist all parishes in learning how to best utilize ConnectNOW. There are several ways to learn about ConnectNOW:

- Attending classes onsite in Braintree, MA.
- Viewing online video tutorials
- Attending online training classes & webinars
- Printing & reviewing the many reference manuals available.
- Always review the ‘RELEASE NOTES’ on the login screen.

In general, ConnectNOW offers an extremely efficient means of tracking all parishioner data, offertory, giving, religious education, volunteer ministry and more. ConnectNOW allows you to access the database from anywhere on any device at anytime by simply going on the web. One of the most important features in ConnectNow is that it allows you to reach many people at one time! This is especially important if you wish to communicate with families.

STUDENT NOTES/QUESTIONS

Please visit www.ConnectNowParishResources.Weebly.Com for additional tutorials.
LOGGING IN TO CONNECTNOW

1. In your web browser, enter the URL for ConnectNow. For Example: https://connectnow.parishsoft.com/boston

2. Enter your user name, as assigned by your administrator, in the USERNAME FIELD.

3. Enter your password in the PASSWORD FIELD keeping in mind that your password is case sensitive. If your password is ‘Apples28’ and you enter ‘apples28’ without the proper capitalization - your password will not work.

4. Once you have entered your info - click on LOGIN.

STUDENT NOTES/QUESTIONS

Please visit www.ConnectNowParishResources.Weebly.Com for additional tutorials.
Once you have clicked LOGIN you will be brought to the ConnectNow Family Suite (BELOW) homepage/dashboard. Your ConnectNow Family Suite Home page may differ from the snapshot. You will only see the tabs for the modules you are authorized to use.

If you are in Religious Education you will likely have access to:

- HOME
- FAMILY DIRECTORY
- RELIGIOUS EDUCATION

If you are a Business Manager you will likely have access to all tabs. Again, your access is set by your parish administrator.

CONNECTNOW FAMILY SUITE HOME PAGE SNAPSHOT

STEP REVIEW TO LOGIN
1. OPEN YOUR BROWSER
2. ENTER THE ADDRESS OF THE WEBSITE:
   https://connectnow.parishsoft.com/boston
3. ENTER YOUR USERNAME

Please visit www.ConnectNowParishResources.Weebly.Com for additional tutorials.
4. ENTER YOUR PASSWORD
5. CLICK LOGIN
6. UPON LOGIN - YOU WILL NOW BE AT THE HOME SCREEN/DASHBOARD

INTRODUCTION OF DASHBOARD/HOME SCREEN

Dashboard/Home Screen

○ REFERENCE SNAPSHOT A:
  ■ Notice the BOLD text of RELIGIOUS ED and DASHBOARD. This indicates which module you are in - RELIGIOUS EDUCATION and which component you are using - DASHBOARD.

○ REFERENCE SNAPSHOT A:
  ■ The Dashboard is the home screen in the Religious Education Module. From here you can view TERMS (typically a school year) as well as VIEW BY CLASS, DAY, SESSION or DAY OF THE WEEK. The VIEW BY options are selected by clicking on the DROP DOWN MENU. Multiple viewing options are available based on the preference of the user.

○ REFERENCE SNAPSHOT A:
  ■ When viewing by grade, you will notice a “+” will show additional information on a grade. The “-” will hide the additional information.

SNAPSHOT A IS ON THE NEXT PAGE..........................
SNAPSHOT A - DASHBOARD

STEP REVIEW DASHBOARD

The following allow you to click to view/hide specific options:

1. VIEW TERMS
2. DROP DOWN MENU
3. VIEW BY OPTIONS
4. CLICK +/- TO VIEW OR HIDE MORE INFO
5. INDICATES ACTIVE MODULE/TAB (RELIGIOUS EDUCATION/DASHBOARD)

Please visit www.ConnectNowParishResources.Weebly.Com for additional tutorials.
INTRODUCTION OF DASHBOARD/HOME SCREEN

- **Dashboard/Home Screen**
  - REFERENCE SNAPSHOT B
    - From the DASHBOARD you may select ADD STUDENTS by simply clicking on the PLUS SIGN.
    
    - From the DASHBOARD you may select ADD CLASS by simply clicking on the PLUS SIGN.
  
  - REFERENCE SNAPSHOT B
    - Under TODAY’S DATE AND TIME you will have an up to date listing of all students, teachers and classes. The updated information is based on the data in your current school year.

SNAPSHOT A IS ON THE NEXT PAGE

STUDENT NOTES/QUESTIONS
SNAPSHOT B - DASHBOARD

STEP REVIEW DASHBOARD
The following allow you to click to view/hide specific options:

1. CLICK + TO ADD STUDENTS
2. CLICK + TO ADD CLASS
3. VIEW INFORMATION AS OF TODAYS DATE.
   a. Note the CURRENT DAY AND TIME
   b. Not the TERM summary (using any year or current)
   c. Note the NUMBER OF STUDENTS, LEADERS AND CLASSES.

STUDENT NOTES/QUESTIONS

Please visit www.ConnectNowParishResources.Weebly.Com for additional tutorials.
CHAPTER 3 - CONFIGURING TERMS AND SESSIONS

STEP 1 - CONFIGURING YOUR SCHOOL TERM

To set up a new school year you must first configure your terms. Configuring Terms is generally based on the school year with the preferred format having a start date of 8/1 and an end date of 7/31 (example: the 2014-15 Religious Education Term would be setup with a START date of 8/1/14 and an END date of 7/31/14.)

REFERENCE

SNAPSHOT A

• Configuring Terms
  1. Click on the CONFIGURATION TAB
  2. Click on MANAGE TERMS

SNAPSHOT A - CONFIGURING SCHOOL TERM

STUDENT NOTES/QUESTIONS

Please visit www.ConnectNowParishResources.Weebly.Com for additional tutorials.
You will now see the MANAGE TERMS CONFIGURATION SCREEN

1. Click on the RED circle to DELETE pre-populated terms (optional)
   a. Terms without any classes/students may be deleted as they do not contain ANY data.

2. The BLACK circle indicates a term that has been setup and contains classes/students.
   a. Terms containing classes or students may NOT be deleted.

**SNAPSHOT B - MANAGE TERM WINDOW**

**STUDENT NOTES/QUESTIONS**

● Configuring Term Continued

1. Click “+NEW TERM” to add a new term. Enter required data and SAVE. Once you click SAVE you will be able to go to the DASHBOARD and VIEW the recently added TERM.

Please visit www.ConnectNowParishResources.Weebly.Com for additional tutorials.
● Configuring Term Continued

1. CLICK on DASHBOARD

2. CLICK on the TERM DROP DOWN MENU ARROW
   a. You will see all the TERMS in your account which will include previous years if you used ParishSOFT previously.

3. SCROLL to see your term

STUDENT NOTES/QUESTIONS

Please visit www.ConnectNowParishResources.Weebly.Com for additional tutorials.
STEP 2 - CONFIGURING YOUR SESSIONS

Configuring sessions is OPTIONAL. Configuring Sessions allows you to input meeting dates and times. For beginners, we will simply add on SIMPLE session.

- Configuring Session- SCREEN A
  1. Click on CONFIGURATION
  2. Click on MANAGE SESSIONS
  3. Click on ADD SESSIONS

STUDENT NOTES/QUESTIONS

Please visit www.ConnectNowParishResources.Weebly.Com for additional tutorials.
● Configuring Sessions continued - SCREEN B

1. Choose your TERM from the DROP DOWN MENU

2. The START/END data is already entered based on your TERM.

3. Input the NAME OF SESSION (example Monday 3:45PM)
   Example. If G1, G2 and G3 meet on Mondays at 3:45 PM.
   Then the session name of Mondays at 3:45PM can be applied to any of your classes so the date auto populates.

**ADDING SESSIONS - SCREEN B**

STUDENT NOTES/QUESTIONS

● Configuring Sessions Continued

4. Chose SAVE SESSION once you have entered your session information.
   - Your session is now saved.

**STEP REVIEW - CONFIGURING YOUR SESSIONS**

1. CLICK ADD SESSION
2. SELECT TERM
3. ENTER NAME OF SESSION
4. CLICK SAVE SESSION

STEP 3 - CONFIGURING YOUR CLASSES

Classes can be added or deleted at anytime. However, you may not delete a class that has students assigned to it.

1. Click on ADD CLASS - SCREENSHOT A

ADD CLASS - SCREENSHOT A

Click ADD CLASS to add a new class.

STUDENT NOTES/QUESTIONS

Please visit www.ConnectNowParishResources.Weebly.Com for additional tutorials.
• Adding Classes Continued.....

When in the ADD CLASS screen you will notice RED ASTERSKS “**” - a red asterisk indicates a MANDATORY field in any module of ConnectNOW.

SCREENSHOT - ADD NEW CLASS SCREEN

STUDENT NOTES/QUESTIONS

Please visit www.ConnectNowParishResources.Weebly.Com for additional tutorials.
● Adding Classes Continued…..

Once you have selected ADD CLASS you need to name your class and enter required information. You can ADD a class at anytime of the school year as well as modify the grade, students, class name, teacher and more.

**STEPS TO ADD A CLASS**
1. ENTER the CLASS NAME  
   (example G2 Monday ~ Rm 4 ~ Mrs. Trainor)
2. ENTER the CAPACITY (example 25 students)
3. SELECT the TERM
4. SELECT the GRADES
5. SELECT the DEPARTMENT
6. CLICK ADD CLASS or ADD CLASS & SCHEDULE
7. SAVE

As of this page, you have now learned:
● -How Family Directory and Student Directory are connected
● -How to login
● -How to add/delete terms
● -How to add/delete sessions
● -How to add/delete classes

**STUDENT NOTES/QUESTIONS**

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

CHAPTER 4 - NAVIGATING QUICK REPORTS

- QUICK REPORTS
  - Quick reports are pre populated reports that are available in all modules and components. The reports are considered the most commonly used in each module. From any click LIST OF QUICK REPORTS

SCREENSHOT - QUICK REPORTS

Quick reports are extremely useful reports which are most commonly used in Religious Education. Select and print any report to see what info is contained.

Quick reports is based on info on your screen. Example: If you are in a specific G3 class and click CLASS ROSTER you will only see the roster for that class.

STUDENT NOTES/QUESTIONS

Please visit www.ConnectNowParishResources.Weebly.Com for additional tutorials.
Quick Reports Continued

A sample list of reports, in the Religious Education Classes module includes:

- Student Birthday List
- Class Rosters Detailed - with detailed which includes parent information
- Class Rosters Students - with names only
- Class Roster Standard
- Leaders List
- Mailing Labels to Parents (Avery 5160)
- Mailing Labels to Student (Avery 5160)

Reports are generated based on what is on your screen.

- If you are only looking at G3 students, then the quick reports will ONLY give you the G3 information.
- If you are looking at, for example, G3 Students in Mrs. Jane Doe’s Class, then the report will give you only the info for Mrs. Doe’s G3 Class.
- The user must decide what he/she wants to see and then click the appropriate fields - grade, class, schedule, etc.

Once you select the information you want to view simply click on the DROP DOWN MENU and select the report you want.

- The default format for viewing reports is ADOBE PDF. However, you can save to other formats if you wish (ADVANCED CONCEPT).

EXAMPLE ON NEXT PAGE

STUDENT NOTES/QUESTIONS

Please visit www.ConnectNowParishResources.Weebly.Com for additional tutorials.
Quick Reports Continued……………………

The follow is an example of viewing a specific class in grade 1. The names are blurred for privacy purposes. As an example, using Our Lady of Sorrows Parish in Sharon, MA the Birthday List for a specific catechists class in Grade 1 is shown.

SCREENSHOT - QUICK REPORT - BIRTHDAY LIST

STUDENT NOTES/QUESTIONS

Quick Reports Continued……………………

Please visit www.ConnectNowParishResources.Weebly.Com for additional tutorials.
To reiterate, the pre defined reports are available in all modules and components. The reports are considered the most commonly used in each module. Take a few minutes to review the many reports available in Quick Reports from any module.

Below, while personal info is obscured, you can see there is a list of students in the class, alphabetically, including their birthdate and current age.

Rosters, student directories, mailing labels and more can ALL be printed from the Quick List.

SCREENSHOT - QUICK REPORT - BIRTHDAY LIST

For privacy purposes - the names are obscured.
1. Print Icon
2. Page Drop Down Menu
3. Save Option
4. Format Drop Down Menu

Please visit www.ConnectNowParishResources.Weebly.Com for additional tutorials.
CHAPTER 5 - ADDING STUDENTS & LEADERS TO CLASSES

ADDING STUDENTS TO A CLASS

Now that you know how to add terms, session and classes as well as navigate within ConnectNOW and view reports and student data, it is time to add students & leaders to classes. To add students, you select the class you will work with and then add students.

● STEPS FOR ADDING STUDENTS TO A CLASS
1. CLICK ON THE CLASS
2. CLICK ADD STUDENTS
3. SEARCH FOR STUDENT (continued on next page)

SCREENSHOT - ADD STUDENT TO CLASS

STUDENT NOTES/QUESTIONS

Please visit www.ConnectNowParishResources.Weebly.Com for additional tutorials.
● STEPS FOR ADDING STUDENTS TO A CLASS CONTINUED…….

4. CLICK ON GREEN DOT TO SELECT STUDENT
   - Student is added to class
   - Repeat for multiple students as needed

5. CLICK ADD STUDENT(s) TO COMPLETE

SNAPSHOT - ADD STUDENT TO CLASS

STUDENT NOTES/QUESTIONS

ADDING LEADERS TO A CLASS

Please visit www.ConnectNowParishResources.Weebly.Com for additional tutorials.
● Adding Leaders to a class is similar to adding students to a class. Instead of selecting ADD STUDENT, you will select ADD LEADER.

● STEPS FOR ADDING LEADERS TO A CLASS
1. CLICK ON THE CLASS TAB
2. CLICK ADD LEADER
   - Ensure you are in the correct term and grade.
3. SEARCH FOR THE LEADERS LAST NAME
4. CLICK ON GREEN DOT TO SELECT LEADER
   - Repeat for all leaders in a class if applicable.
5. CLICK ADD LEADERS

STUDENT NOTES/QUESTIONS

Please visit www.ConnectNowParishResources.Weebly.Com for additional tutorials.
Please visit www.ConnectNowParishResources.Weebly.Com for additional tutorials.
CONNECTNOW STUDENT DIRECTORY

● Student Directory
  ○ The STUDENT DIRECTORY contains all info on your students. This is a directory and as such will include all contain info and other important information. The student directory can be viewed by grade, class or a term in its entirety.

SCREEN SNAPSHOT - STUDENT DIRECTORY

STUDENT NOTES/QUESTIONS

Please visit www.ConnectNowParishResources.Weebly.Com for additional tutorials.
Student Directory Continued

- You can click on STUDENT NAME, CLASS, GRADE or any other choice to sort from A to Z or Z to A (ascending/descending.)
- The following icons are available in STUDENT DIRECTORY
  - Email
  - Merge (Advanced)
  - CSV (Advanced)
  - GRID (Advanced)
  - REFRESH
  - SAVE FORMAT (Advanced)

STUDENT NOTES/QUESTIONS

STUDENT DIRECTORy CONTINUED .......

HOW TO’S - Try the following exercises

- To view the ENTIRE ENTIRE STUDENT DIRECTORY - click VIEW ALL.

- To view a specific grade - click on the GRADE ONLY - ie Grade 1.

- To view a specific class - click on the CLASS ONLY.

- To view the QUICK REPORTS - of any of the above, click on LIST OF QUICK REPORTS drop down menu.

- To change the number of records you can view at one time - click the DROP DOWN RECORDS MENU (next to list of quick reports) to view 10, 25, 50 or 100 records at one time.

- To view only student starting with a specific letter in the alphabet (ie just those starting with ‘S’) click on just the letter at the top of the screen.

- To save your on screen data as a CSV for custom reports (advanced) - click the CSV button.

STUDENT NOTES/QUESTIONS

________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________

Please visit www.ConnectNowParishResources.Weebly.Com for additional tutorials.
STUDENT RECORD INFO (COVERED IN FAMILY DIRECTORY)

- Student Record General Information
  - The student record is a part of the FAMILY DIRECTORY.
  - Updates to the student record can be made by double clicking on the student name and opening the record.
  - Additional information such as siblings, parent info, religious education history and more can be viewed.

STUDENT NOTES/QUESTIONS

Please visit www.ConnectNowParishResources.Weebly.Com for additional tutorials.
CHAPTER 7 - EMAILING FROM CONNECTNOW

INTRODUCTION - ConnectNOW Email - Applicable to all modules

Emailing with ConnectNOW is extremely easy. The two most popular modules to email from are the Family Directory and Religious Education.

You have (2) multiple options for emailing. The two most common are easily accessible in ConnectNOW are using the Web-Based Program or using MS Outlook. If you are using the web-based program - emailing direct from ConnectNOW - whomever is responsible for setting up your ParishSOFT ConnectNOW Account (at your parish) will need to configure your settings in the Administration Control Panel to allow you to email. This includes setting up your username and password as well as your outgoing mail server.

Using a Web-based Email Program

1. If necessary, select the desired organization from the Organization list.
2. Do one of the following:
   - In the Family List, Member List, Student Directory, Class or Grade page, select the email recipients by clicking on the SQUARE next to the students name. Once you click the SQUARE a checkmark will appear. If you want to select ALL the records - click on the SQUARE of the column header.
   - Use the page buttons to advance through the records in the list to find the names of individuals you want to email. Then, individually select them. The application stores your selections as you move from page to page.
   - To deselect all the individuals click on the SQUARE again and it will deselect all.

STUDENT NOTES/QUESTIONS

Please visit www.ConnectNowParishResources.Weebly.Com for additional tutorials.
3. Next - click ✉️ to display the View Recipients window.

The window lists the email addresses of the recipients you selected. Only unique email addresses will be listed. If you have 3 children from the same family in your program, and you select the entire student directory to email, then the family will receive only 1 email - not 3.

4. Verify that the recipients' list is correct. If necessary, do the following:

- To add more recipients to the list in the View Recipients window:
  - Click ☒️ to close the window and return to the STUDENT LIST page.
  - Check the names of individuals that you want to add to the View Recipients window.
  - Click ✉️.

Please visit www.ConnectNowParishResources.Weebly.Com for additional tutorials.
The View Recipients window is re-displayed. The individuals you selected are added to the list.

- To remove one or more email addresses from the View Recipients window, select (to uncheck) the box to the left of each individual's name. Then, select Clear Unchecked to remove them.
- To remove all email addresses from the list, select Clear All. You can then add new recipients to the list by repeating Step 1.

5. Click Send Web Based Email. Then, do the following:

❖ Select the line in which you want the selected recipients' email addresses to appear:
  - **To:** recipients to whom you are directly communicating. If have multiple recipients in the To: line, each recipient can see the email addresses of all other recipients.
  - **Cc:** (short for Carbon Copy or Courtesy Copy) recipients who receive a copy of your email message.
  - **Bcc:** (short for Blind Carbon Copy) recipients to whom you are not directly communicating, but whom you want to receive a copy of your email message. Email addresses of recipients listed in the Bcc: line cannot be seen by other recipients.

The Send Web Based Email window is displayed. By default, the application puts your email address in the From: line as the sender and in the To: line as the first email recipient:

💡 You can use your keyboard's **Delete** key to delete an email address. For example, if you do not want to receive a copy of your email message, you can delete your email address from the To: line. You can also cut or copy one or more email addresses from one line and then paste them into another line. You must use a comma to separate email addresses.

STUDENT NOTES/QUESTIONS

Please visit www.ConnectNowParishResources.Weebly.Com for additional tutorials.
Be aware that the email addresses of multiple recipients listed in the To: and Cc: lines can be seen by all other recipients. This is typically not desirable because it makes your recipients' email addresses public. Consider using the Bcc: line to keep your recipients' email addresses private.

- Type the subject of your email message in the Subject: line.
- If you have a file to attach, click Attach. Browse to the location on your hard drive and select the file. Click OK to close the Attach File(s) window.
  1. In the Message field, type the body content of your email message.
  1. Select one of these formats for the body content of the message.
- Design: Rich Text Format (RTF), the default message format for Web-based email. Supports formatting, including bullets and alignment, various font styles and sizes, and background and text colors.
- HTML: an HTML version of the body content for recipients who prefer HTML email.
- In the Password field, type the password you use to log in to your web-based email application. If you want the system to remember your password, check the Save Credentials box.

STUDENT NOTES/QUESTIONS

Please visit www.ConnectNowParishResources.Weebly.Com for additional tutorials.
6. To send your email message, click **Send Email Now**.

STUDENT NOTES/QUESTIONS


Please visit www.ConnectNowParishResources.Weebly.Com for additional tutorials.
Using Microsoft Outlook

To use Outlook, you must have both Outlook and Internet Explorer installed on your computer. Your browser must be Internet Explorer and you must also enable Internet Explorer's ActiveX controls.

1. If necessary, select the desired organization from the Organization list.
2. Do one of the following:
   - On the STUDENT DIRECTORY page, select the email recipients.
   - Use the page buttons to advance through the records in the list to find the names of individuals you want to email. Then, individually select them. The application stores your selections as you move from page to page.
   - Select all of the individuals displayed on the page or list that you are viewing, by clicking column header.

To deselect all selected individuals, click again.

1. Click to display the View Recipients window.

   The window lists the recipients you selected. For example:

   Only unique email addresses are included in this list. If you have multiple recipients in a list who have the same email address, the application selects the first individual it encounters with the duplicate email address and puts that individual in the View Recipients list.

Please visit www.ConnectNowParishResources.Weebly.Com for additional tutorials.
1. Verify that the recipients' list is correct. If necessary, do the following:
   ● If you need to add one or more recipients to the View Recipients window:
     1. Click to close the window and return to the STUDENT DIRECTORY page.
     1. Check the names of individuals that you want to add to the View Recipients window.
     2. Click .

     The View Recipients window is re-displayed. The individuals you selected are added to the list.

   ● If you need to remove one or more email addresses from the View Recipients window, select (to uncheck) the box to the left of each individual's name. Then, select Clear Unchecked to remove them.
   ● To remove all email addresses from the list, select Clear All.

Please visit www.ConnectNowParishResources.Weebly.Com for additional tutorials.
If you selected recipients from a filtered list, the *Load from Grid* function loads all unique email addresses from that filtered list. If you selected recipients from your entire Family List or Member List, the application loads all unique email addresses from that list.

1. Click **Send Outlook Email**. Then, do the following:

**Be aware that the email addresses of multiple recipients listed in the To: and Cc: lines can be seen by all other recipients. This is typically not desirable because it makes your recipients’ email addresses public. Consider using the Bcc: line to keep your recipients' email addresses private.**

1. Select the line in which you want the selected recipients’ email addresses to appear:
   - **To**: typically used for recipients to whom you are directly communicating. If you have multiple recipients in the To: line, each recipient can see the email addresses of all other recipients.
   - **Cc**: (short for Carbon Copy or Courtesy Copy) recipients who receive a copy of your email message.
   - **Bcc**: (short for Blind Carbon Copy) typically used for recipients to whom you are not directly communicating, but whom you want to receive a copy of your email message. Email addresses of recipients listed in the Bcc: line cannot be seen by other recipients.

Outlook opens. By default, the application puts your email address in the To: line as the first email recipient.

1. Complete the fields in the email header:
   1. (Optional) Type (or copy and paste) email addresses in the remaining email recipient fields.
   2. Type the subject of your email message in the **Subject:** line.
   3. If you have a file to attach, click **Insert**. Browse to the location on your hard drive and select the file. Click **Insert** to attach the file.

4. In the **Message** field, type the body content of your email message:

1. To send the email, click **Send**.