

## Emailing using BWRSD Gmail and Aspen

When clicking directly on an email link ([mario.andrade@bwrzd.org](mailto:mario.andrade@bwrzd.org)) the computer you are using will automatically use whatever mailto: is active. In most cases this will be Microsoft Outlook by default. This means when you click on an email address Outlook will automatically open and you will not be able to use Gmail.

There is a procedure to make Gmail open instead of Outlook when you click on an email link. You must be using the **Chrome** browser for this to work, so first check to make sure you are using Chrome and not Internet Explorer or Firefox.

Follow the directions at this link: <http://blog.hubspot.com/marketing/set-gmail-as-browser-default-email-client-ht#sm.0000d1yxsbw0rd61uyw1ykjzi2fqo>

In some cases this procedure will not work and it is best to use the email options within Aspen.

**Mass emails (> 30) should be sent via Aspen as BWRSD Gmail views this as SPAM and halts the sending**

**\*\*Email options in Aspen will always be found under the Options button, Send Email.**

Depending on which screen you are in, the Email Options will change.

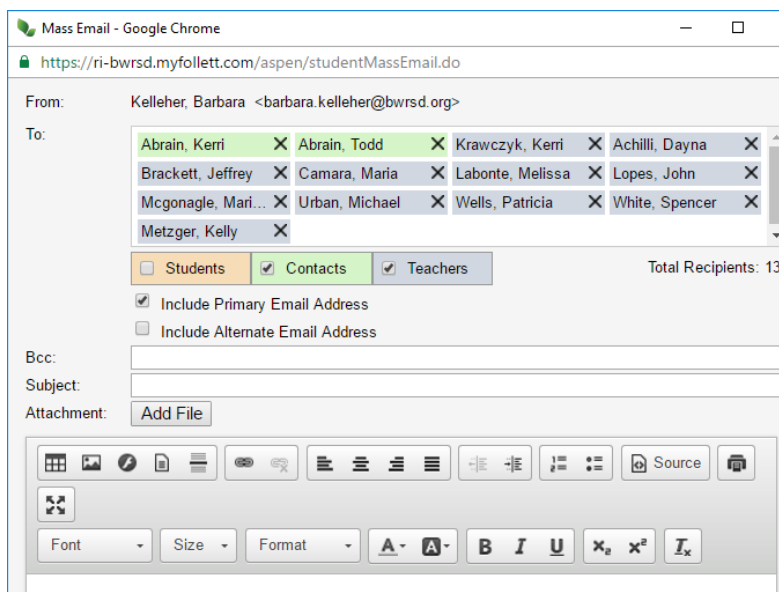
*These are built into the Aspen program and there is no local control over changing how they function.*

You will need to know the category of your recipients prior to sending emails via Aspen (Primary teachers, all teachers, Contacts, Students, etc.)

- Student Schedules – Student>Schedule>Options>Email=sends to **Primary teachers only**

If you want to send emails to additional recipients, please use the following directions.

**Please Note:** All of the users in the category will populate and you will need to use the X next to the category to dismiss those with whom you do not want to receive emails



- Screens with Lists need to have students selected first by checking a checkmark to the left of the students' name. Select students>Show selected>Options>Show Selected>Options>Send email=sends to **any combination of Contacts, Teachers and the Student** selected
- Conduct Incident History List – Conduct>Pick the side tab you want>Select students>Options>Show Selected>Options>Send email - will send to **any combination of Contacts, Teachers and the Student** selected
- Attendance Daily Office List Attendance- Attendance>Pick the side tab you want>Select students>Options>Show Selected>Options>Send email - will send to **any combination of Contacts, Teachers and the Student** selected