# Email Staff

To email multiple staff members at once you can use the Email/Text Staff function from the Staff menu.  *Note: To email an individual staff member use the*Email *button in their* Staff *record.*

1. From the Staff menu click Email/Text Staff.

2. Select a **Template** if desired and the email**Type** (plain text or HTML).

3. Enter an **Email Subject Line** and **Message**.

4. Click **Attach File, Insert Image, or Choose from Dropbox**to attach files and add images if needed. See the Help Article **Email Attachments and Images** for more details.

5. Select a reply email address from*Email Replies Sent To*which includes the email addresses of all User IDs and Locations in your database (*Tools > Edit Settings*).  *Note: This email address is also sent a copy of the email.*

6. Select any email addresses to*Send Additional Emails To*(User ID and Location email addresses are listed).

7. Use the *Search Criteria* to select which staff members to send the email to.

8. Click **Preview List**.

9. In the preview, clear the checkbox for any staff members you want to omit. You can clear the **Check All** header checkbox to remove every email address and then select only specific families.

10. Click **Send Now** to send the email right away or select**Send Later** to schedule the email to be sent at a later time. See our Help article **Schedule an Email** for more information.