

# Welcome to Phoenix Emailer



Phoenix Emailer is an application that works in concert with PowerSchool to allow you to define, schedule and control information being sent to parents, teachers and administrators. Emailer not only provides functionality far beyond those of PowerSchools' built-in email, it offers additional powerful capabilities.

## Why Choose Emailer?

### Superior Parent Notification

One of the big advantages of PowerSchool is keeping parents informed of their students' progress via email. However, when students are enrolled in multiple classes at middle and high school, PowerSchool sends parents one plain text email for each of their children's courses. This can leave parents with six or seven emails to read in order to get a handle on their child's progress. With Phoenix Emailer, parents receive a single HTML email for each of their children containing the grade and attendance information they have requested.

In addition to the standard parent email functions, Emailer has a special attendance notification feature that will notify parents when their children receive an attendance mark that has been flagged by the administrator.

### Powerful Report Generation and Delivery

With the [Reports](#) feature of Emailer, *any* SQL queries you write can be processed and delivered to teachers, administrators, parents or to servers via FTP. The possibilities really are endless...

### Mass Email and SMS

Send emails and/or text messages to guardians of all enrolled students with a single click. The recipients can also be filtered by school and grade level.

Emailer can save your schools and district significant amounts of money in printing and mailing costs. Instead of printing packets and sending them home with students, place a PDF copy of the documents on your school or district website and use Emailer messaging to send a message to parents containing a link to the documents. Need to send a packet of graduation information home with all 12th graders? Just type a message with the document link, enter 12 in the Grade Level field and click Send Now. It's that easy.

# Getting Started

Phoenix Emailer is a software application that uses an ODBC connection to your PowerSchool database server to access data and send emails to parents, teachers and administrators.

## Selecting your Emailer server

Emailer is available on both Windows (XP or later) and Macintosh (OS X 10.4 or later). When selecting the computer where Emailer will be installed, keep in mind that it accesses your Oracle database and that perform will increase significantly if the Emailer server is located on the same local area network as your database server. Emailer is not a CPU intensive application and can be installed on systems performing other functions.

## Configuring your System

Before running Emailer, you will need to install ODBC drivers for Oracle and ensure that you have a working ODBC connection to your PowerSchool server. The Emailer server will also need the ability to send emails through your mail server.

### ODBC Resources

**Macintosh:** We recommend using the Oracle ODBC drivers from [Actual Technologies](#). They are inexpensive and easy to install.

**Windows:** Download instructions for installing the drivers from Oracle here: [odbc.pdf](#)

## Installing Emailer

Download the current version of emailer here:

Mac: [emailer\\_mac.zip](#)

Win: [emailer\\_win.zip](#)

## Windows Installation

After you unzip “emailer\_win.zip”, there will be a folder named “Emailer” which contains two items: The emailer application “Emailer.exe” and a folder “Emailer Libs” which holds several library files. The Emailer folder may be moved to any directory on your system.

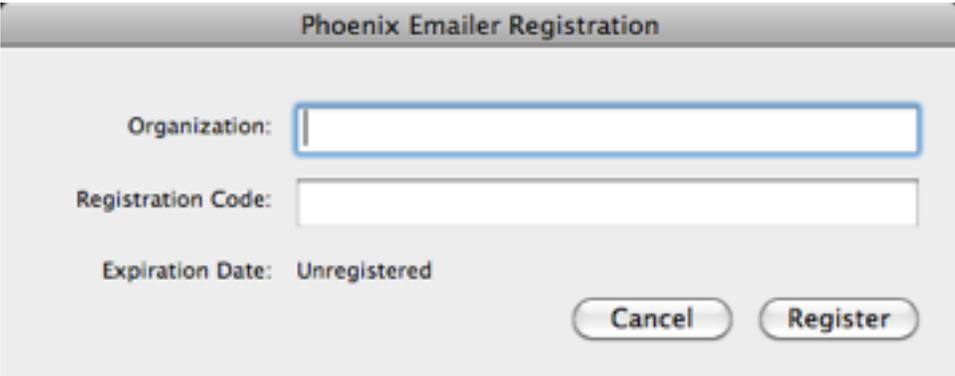
## Macintosh Installation

After you unzip “emailer\_mac.zip”, there will be a single file “Emailer”, which is the emailer application. You can place the Emailer application in your Applications folder or any other directory.

## Setup

### Registration

When Emailer is launched for the first time, you will be presented with the registration window. Enter the Organization name and Registration Code exactly as you received them and click Register. Emailer is licensed on an annual basis and must be renewed each year. If you would like to run in “Demo Mode”, click Cancel. When Emailer is Demo Mode, only five emails per run are sent to the Admin email account specified on the Settings page.

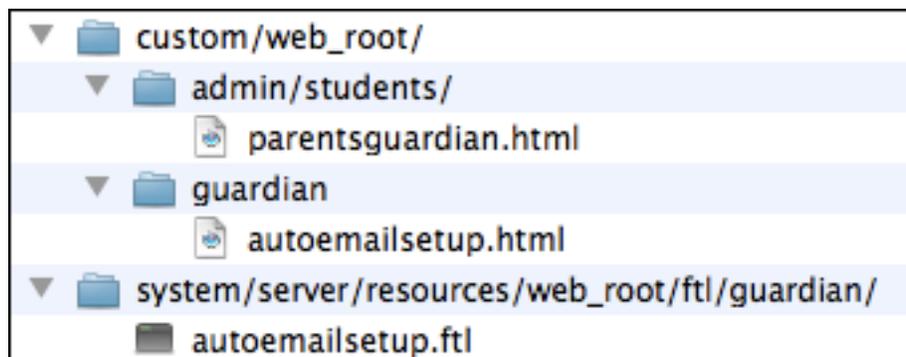


The image shows a registration dialog box titled "Phoenix Emailer Registration". It contains three input fields: "Organization:" with a blue border, "Registration Code:" with a white border, and "Expiration Date:" which is set to "Unregistered". At the bottom right, there are two buttons: "Cancel" and "Register".

## Changes to PowerSchool

If PowerSchool email functionality is going to be completely turned off, login to PowerSchool as an Administrator. Next, click on the hidden menu (between PowerSchool and Help) and select 'Set Email Off'. This will entirely disable PowerSchool email capabilities.

If you plan to use Emailer to send Parent Notifications and still want to use the other functions of PowerSchool email, you will need to create a new custom field, for example 'pls\_autosend\_howoften', and copy the values from the Autosend\_howoften into the new custom field. Then you will need to mass set the value of Autosend\_howoften to zero for all students. If 'single sign on' IS NOT enabled in PowerSchool, you will need to install the three custom files you can download [here](#).



# Settings

Phoenix E-mailer  
Licensed To: Johnson County School District. Expires: Monday, April 30, 2012

Parent Notification Attendance Enrollment Reports Messages Scripts Style **Settings**

**Notification**

Test Mode  Parent  Attendance  School Enrollment  Class Enrollment

**Data**

Email Frequency Field:

Use Custom Page Single Sign-On Numbering

**Email**

Server:  Port:   SSL

Account:  Password:

From:  Reply To:

Admin:   Use SYSEMAILFROM as Reply To

**ODBC**

DSN:  Password:

User:

Status:

## ODBC Settings

Enter the DSN name that is configured in your ODBC system settings along with the User ID and Password, then click the 'Test' button. You should receive a 'Connected' message. If a 'Connection Failed' message is displayed you should work with your network administrator and/or system administrator to achieve a working ODBC Connection.

## Email Settings

Enter values for all of the Email fields and click 'Test'. If you don't receive a 'Sent' message, ensure that the account name and password are valid and that the port number is correct (*port 25 is the standard port number for sending mail*). If sending email is still not working, consult with your network administrator.

Mailer uses the value you entered in the "Reply To:" field as the Reply To address for all emails sent. If you would like parents to be able to reply to a specific individual at their students' school, check "Use SYSEMAILFROM as Reply To Address" and enter the appropriate email address for each school in the SYSEMAILFROM field in the Schools database table. You may need to use DDE/USM to enter the values for that field.

## Data Settings

**Email Frequency Field:** If you are using a custom student field to hold the value of 'autosend\_howoften', enter the name here. If not, leave the field empty. The **Custom Page Single Sign-On Numbering checkbox** only needs to be checked if a custom page for the Single Sign-On feature of PowerSchool has been installed by Phoenix Learning Systems.

## Notification Settings

In the notification section you will set which notifications will be processed.

**Test Mode:** This option is used for testing. When checked, all email notification is sent to the Admin email account on the Settings page.

**Parent:** This option turns on parent notification of bulletin, grade and attendance information using the settings parents have requested in PowerSchool.

**Attendance:** This option turns on parent attendance notification.

**School Enrollment:** This option turns on school enrollment notification.

**Class Enrollment:** This option turns on class enrollment notification sent to teachers.

## Parent Notification

The screenshot shows the Phoenix Emler application window. At the top, it says "Licensed To: Johnson County School District. Expires: Monday, April 30, 2012". Below this are several tabs: "Parent Notification" (selected), "Attendance", "Enrollment", "Reports", "Messages", "Scripts", "Style", and "Settings". Under the "Parent Notification" tab, there are sub-tabs for "Schedule" and "Schools" (selected). A table lists several schools with columns for School No., Name, Final Grades, Att Term, Year Abbr, Mtg. Att, and Day Att. Below the table are buttons for "Load Schools", "Duplicate", "-", and "+". The "Email Content" section contains a "Subject" field with "Johnson County School District" and a "Header" field with a message and a URL. At the bottom, there are three checkboxes: "Hide Percentages", "Hide Points Possible", and "Hide Totals".

School No.	Name	Final Grades	Att Term	Year Abbr	Mtg. Att	Day Att
1001055	Buffalo High School	Q3,Q4	S2	10-11	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1001002	Clear Creek Elementary School	Q4	Q4	10-11	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1001050	Clear Creek Middle School	Q4	Q4	10-11	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1001003	Kaycee Elementary School	Q4	Q4	10-11	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1001051	Kaycee Junior High School	Q4	Q4	10-11	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1001049	Kaycee School	Q4	Q4	10-11	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Subject: Johnson County School District

Header: This email was requested by you. It contains student information for #student, collected by PowerSchool and sent to you from our automatic Emler. To change the settings of what you receive and how often it is sent to you, please log on to PowerSchool with the link below.  
<http://powerschool.myschool.com>

Hide Percentages    Hide Points Possible    Hide Totals

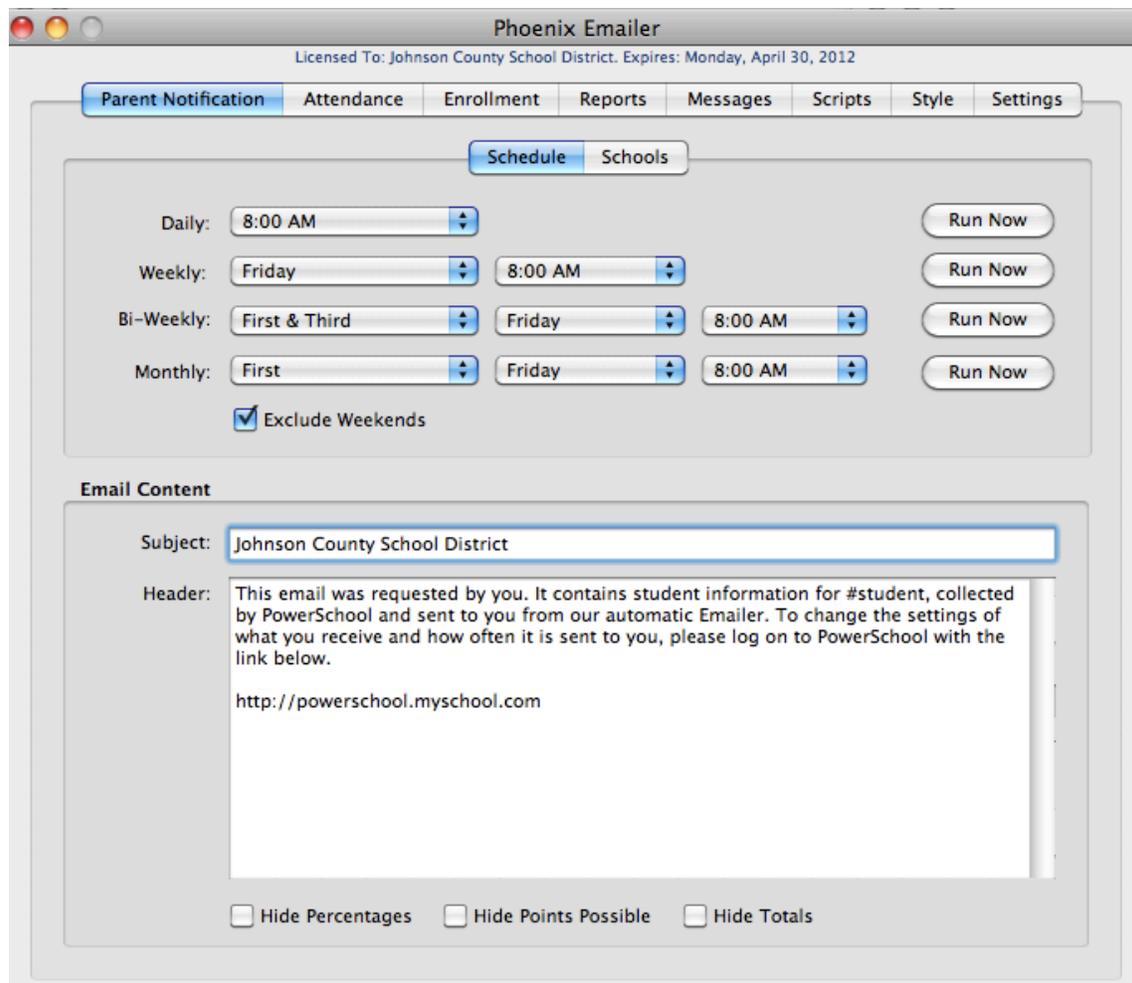
## School Settings

Notification settings must be entered for each school that will be receiving parent emails. Schools may be entered manually using the "+" button or loaded from your database. When you choose to load schools by clicking the "Load Schools" button, all existing entries will be replaced. Schools to be excluded from notification can be removed by selecting the school's row and clicking the "-" button.

**Phoenix E-mailer**

School Number:	<input type="text" value="1001055"/>	<input checked="" type="checkbox"/> Send Meeting Attendance
School Name:	<input type="text" value="Buffalo High School"/>	<input type="checkbox"/> Send Daily Attendance
Final Grades: (comma separated)	<input type="text" value="Q3,Q4"/>	
Att. Term Abbr.:	<input type="text" value="S2"/>	
Year Abbr:	<input type="text" value="10-11"/>	

Unlike PowerSchool's email notification which is limited to a single final grade for all schools, E-mailer allows you to specify different final grades and attendance terms for each school. Multiple final grades are also supported. For parents choosing to receive detailed attendance information, the option is available to send Meeting and/or Daily Attendance.



## Scheduling Parent Notification

Mailer allows you to choose when parent emails are sent for each of the email intervals: Daily, Weekly, Bi-Weekly and Monthly. Just select the preferred days and/or times from the popup menus. To prevent emails from being sent on Saturdays and Sundays, check the 'Exclude Weekends' checkbox. You can immediately process any of the parent notifications by clicking 'Run Now'. To send parent notification for a single student, click the 'Send by Student Number' button and enter or paste a student number.

## Email Options

With Emailer, you can customize the Email Subject and include an optional Header message that will appear at the top of the email message. To include the student name or school name in either the subject or header, use '#student' or '#school' tags (without the quotes). Because the message is delivered in HTML format, you are able to use any HTML markup tags or inline CSS.

If you do not want parents to view the Percentage column, Points Possible column or Totals row, these can be omitted from the current grades by selecting the appropriate checkboxes.

## Attendance Notification

With attendance notification enabled, a daily email is sent to parents of students who receive one or more of the attendance marks you have entered in Emailer.

**Actual Email**

Middle School

**Attendance Notification Tuesday, May 4, 2010**

Please contact the attendance office at (555) 555-1212 as soon as possible.  
Thank You. ] Custom Header

Period	Course	Teacher	Attendance
1	Band D	Banks	Unexcused Tardy
9	SWS HR	DeWeerd	Unexcused Absence

Sent from Emailer Customer

Phoenix Emler  
Licensed To: Johnson County School District. Expires: Monday, April 30, 2012

Parent Notification | **Attendance** | Enrollment | Reports | Messages | Scripts | Style | Settings

---

**Meeting Attendance Notification**

Attendance Codes:   
*(Comma Separated)*

Excluded Schools:

Schedule:   Log Correspondence

---

**Daily Attendance Notification**

Attendance Codes:   
*(Comma Separated)*

Excluded Schools:

Schedule:   Log Correspondence

---

**Email Content**

Subject:

Header: 

```
<p style="text-align: left;">
<br />
Please contact the attendance office at (555) 555-1212 as soon as possible.
<br />
Thank you.
</p>
<br />
```

## Attendance Notification Setup

In the Attendance Codes field, enter a comma-separated list of the attendance codes for which you would like to inform parents. To suppress attendance notification emails for one or more schools, enter a comma-separated list of school numbers in the Excluded Schools field. Using the Daily Schedule popup, select the time you want the emails to be sent. If you would like to keep a record of the attendance notification sent to parents, check the Log Correspondence checkbox. The log file will be named "attendanceLog" and is located in the same folder as the Emler application. You can process Attendance Notification at any time by clicking "Run Now".

The Attendance Notification email Subject and Header can be customized in the same manner as the Parent Notification.

## Enrollment Notification

The screenshot shows the Phoenix E-mailer application window. The title bar reads "Phoenix E-mailer" and "Licensed To: E-mailer Customer. Expires: Tuesday, July 12, 2011". The main interface has a tabbed menu with "Parent Notification", "Attendance", "Enrollment", "Reports", "Messages", "Style", and "Settings". The "Enrollment" tab is active, showing two sections: "School Enrollment" and "Class Enrollment".

**School Enrollment**

Daily Schedule: 4:30 PM

Schools/Emails: 123451-principal@elementaryschool.org  
123452-principal@middleschool.org, asstprincipal@middleschool.org  
123453-principal@highschool.org, viceprincipal@highschool.org,  
registrar@highschool.org  
\*-superintendent@district.org

Enter as School\_Number-emailAddress1,emailAddressN.  
Use \* as school number to send for all schools.

Example: 123000-mike@mydistrict.org, susan@mydistrict.org  
456000-nancy@mydistrict.org, beth@mydistrict.org  
\*-steve@mydistrict.org, tina@mydistrict.org

**Class Enrollment**

Daily Schedule: 8:30 PM

Status: Idle

### School Enrollment Notification

School Enrollment Notification emails are sent each day a student either enters or exits school. To ensure each recipient in the email list receives the appropriate emails for his/her school, enter the school number followed by a hyphen followed by a comma-separated list of email addresses. You may enter

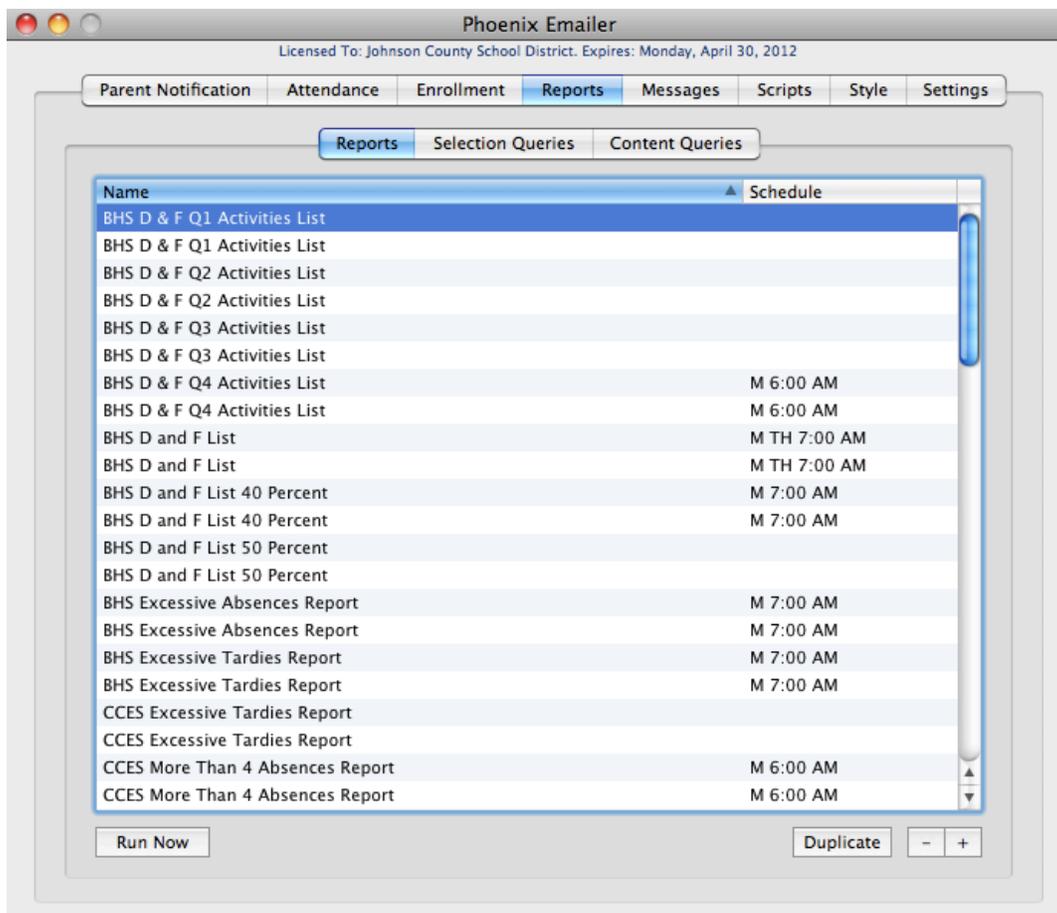
multiple recipients for each school. Use an asterisk \* in place of a school number to send *all* enrollments. In the example above, the superintendent will receive a list of all enrollments for all schools.

## Class Enrollment

When Class Enrollment Notification is turned on, teachers will receive daily emails listing any students who have added or dropped their classes that day.

## Reports

Mailer's powerful SQL reporting features will open up a whole new world of possibilities. Any valid SQL query can be run on a regularly scheduled basis and delivered as an HTML email, a tab-delimited ASCII file attachment to an email or as a tab-delimited or CSV text file sent to an FTP server.



## Overview

When you click the Reports tab, a report list is displayed showing the names of all existing reports. For reports that have been scheduled for automatic execution, the schedule days and time is also displayed.

A report consists of a Content Query, an optional Selection Query and several report settings.

A [Content Query](#) is the SQL query that generates the report data. Content Queries are created and stored independently of reports and can be used in any number of reports. The following is an example of a Content Query that will produce a D and F list sorted by grade level then student.

```
select distinct t.lastfirst as "teacher", cc.expression, c.course_name as "course",  
s.grade_level as "gl", s.lastfirst as "student", pgf.grade, pgf.percent
```

```
from cc, sections sec, students s, teachers t, pgfinalgrades pgf, courses c
```

```
where sec.id = cc.sectionid  
and s.id = cc.studentid  
and t.id = cc.teacherid  
and pgf.sectionid = cc.sectionid  
and c.course_number = cc.course_number  
and s.id = pgf.studentid  
and cc.termid >= 2000  
and pgf.finalgradename = 'Q4'  
and cc.schoolid = 100  
and pgf.grade in ('D-', 'D', 'D+', 'F')  
order by s.grade_level, s.lastfirst
```

[Selection Queries](#) allow you to dynamically select report recipients. In addition, the data returned by a Selection Query can be used as part of the Content Query. **IMPORTANT:** When Email Recipient are selected based on a selection query, the query must return a column named "ID" from either the Students table or Staff table.

In following example report, Teachers receive emails with a list of students in their 5th hour classes that have met one or more of the detention criteria (current D or F in any class, an unexcused absence or tardy in the last week)

#### Selection query:

```
select distinct t.id
from cc, teachers t
where t.id = cc.teacherid
and cc.termid = (select tr.id from terms tr where tr.portion = 2
and tr.firstday < = sysdate and tr.lastday >= sysdate and tr.schoolid = cc.schoolid)
and cc.schoolid = xxx (replace with your schoolid)
and cc.expression = '5(a)'
```

#### Content Query:

```
select distinct s.lastfirst as "student",
cc.expression per, c.course_name as "course", s.grade_level as "gl",
t.lastfirst as "teacher", pgf.grade
```

```
, (select count(att.id) from attendance att, attendance_code ac
where ac.presence_status_cd = 'absent'
and ac.id = att.attendance_codeid
and att.ccid = cc.id
and to_char(att.att_date, 'mm/dd/yy') >= to_char(sysdate-7, 'mm/dd/yy')
and to_char(att.att_date, 'mm/dd/yy') < to_char(sysdate, 'mm/dd/yy')
) "abs",
```

```
(select count(att.id) from attendance att, attendance_code ac
where ac.att_code = 't'
and ac.id = att.attendance_codeid
and att.ccid = cc.id
and to_char(att.att_date, 'mm/dd/yy') >= to_char(sysdate-7, 'mm/dd/yy')
and to_char(att.att_date, 'mm/dd/yy') < to_char(sysdate, 'mm/dd/yy')
) "tar"
```

```
from cc, sections sec, students s, teachers t, pgfinalgrades pgf, courses c
where sec.id = cc.sectionid
and s.id = cc.studentid
and t.id = cc.teacherid
and pgf.sectionid = cc.sectionid
and c.course_number = cc.course_number
and s.id = pgf.studentid
and cc.termid >= 2000
and pgf.finalgradename = 'q3'
and cc.schoolid = 704
and ((pgf.percent < 70 and pgf.percent > 0 and pgf.grade in ('d-', 'd', 'd+', 'f'))
```

or

```
(select count(att.id) from attendance att, attendance_code ac
where ac.presence_status_cd = 'absent'
and ac.id = att.attendance_codeid
and att.ccid = cc.id
and to_char(att.att_date, 'mm/dd/yy') >= to_char(sysdate-7, 'mm/dd/yy')
and to_char(att.att_date, 'mm/dd/yy') < to_char(sysdate, 'mm/dd/yy')
) > 0
```

or

```
(select count(att.id) from attendance att, attendance_code ac
where ac.att_code = 't'
and ac.id = att.attendance_codeid
and att.ccid = cc.id
and to_char(att.att_date, 'mm/dd/yy') >= to_char(sysdate-7, 'mm/dd/yy')
and to_char(att.att_date, 'mm/dd/yy') < to_char(sysdate, 'mm/dd/yy')
) > 0)
```

```
and (select tx.id
from cc ccx, teachers tx
where tx.id = ccx.teacherid
and ccx.studentid = s.id
and ccx.termid = (select tr.id from terms tr where tr.portion = 2
and tr.firstday <= sysdate and tr.lastday >= sysdate and tr.schoolid = cc.schoolid)
and ccx.expression = '5(a)'
) = <#id#>
```

order by s.lastfirst, cc.expression

## Creating Content and Selection Queries

To add a new Content or Selection Query click the Reports Tab followed by the Content Queries or Selection Queries Tab, then click the '+' button at the bottom right of the page. Enter the Name, the SQL query and an optional Description and click 'Save'. You can verify that the query is correct by clicking 'Test'.

Name: BHS D and F List

Description:

Query:

```
select distinct t.lastfirst as "teacher", cc.expression, c.course_name as "course",  
s.grade_level as "gl", s.lastfirst as "student", pgf.grade, pgf.percent  
  
from cc, sections sec, students s, teachers t, pgfinalgrades pgf, courses c  
  
where sec.id = cc.sectionid  
and s.id = cc.studentid  
and t.id = cc.teacherid  
and pgf.sectionid = cc.sectionid  
and c.course_number = cc.course_number  
and s.id = pgf.studentid  
and cc.termid >= 2000  
and pgf.finalgradename = 'q4'  
and cc.schoolid = 1001055  
and pgf.percent < 70  
and pgf.percent > 0  
and pgf.grade in ('d-', 'd', 'd+', 'f')  
order by s.grade_level, s.lastfirst
```

Test

Cancel

Save

## Creating Reports

Name: D & F Q1 Activities List

Description:

Subject: D & F Q1 Activities List

Header: Please Review the following D & F list and take appropriate action where needed.

Content Query: BHS D F Q1 Activities List

Delivery Format:  HTML Email  Email Attachmentment  FTP File

Schedule: 8:00 AM  Mon  Tue  Wed  Thu  Fri  Sat  Sun

Recipients:  Enter Manually  Use Selection Query

Email Addresses (comma-separated)

coun1@hs.org,coun2@hs.org,coun3@hs.org

Cancel Save

To create a new Report, select the Reports tag and click the '+' button at the bottom right of the page. The report form contains the following elements:

**Name:** Report Name

**Description:** Report Description (optional)

**Subject:** Email Subject\*

**Header:** Email Header\*

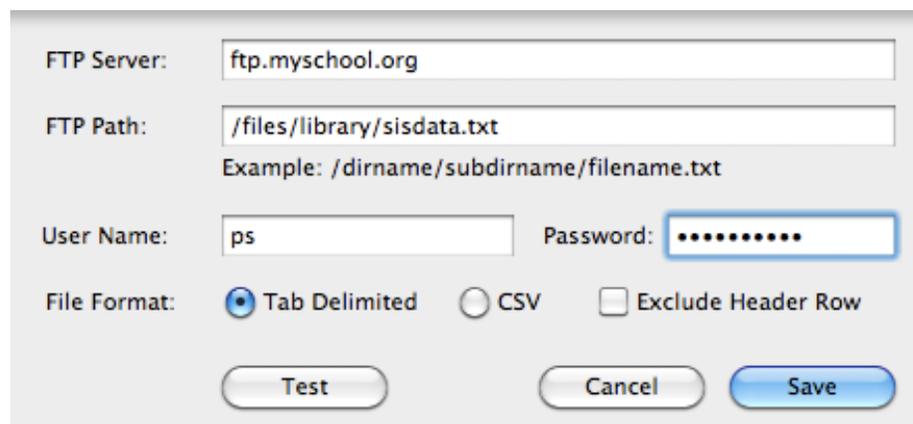
\*Note: If the report uses a Selection Query, data from the Selection Query can be included in the Subject and Header. To include Selection Query data, place the selected column name between '<#>' and '>#>'. For example, if the Selection Query is "select id, first\_name || ' ' || last\_name name from students where enroll\_status = 0", the student's name can be embedded in the subject or header using the tag <#name#>.

**Content Query:** Select the designer Content Query from the popup menu.

**Delivery Format:** Emailer reports can be delivered in the following formats:

- HTML Email: Email with content formatted in an HTML table
- Email Attachment: Tab-delimited text file attachment to an email.
- FTP File: Tab-delimited or CSV text file sent to an FTP server.

If you choose to send the report to an FTP server, you will need to enter additional information by clicking 'Settings'. Enter values for the FTP Server name, file path, user name, file format and password. A header row is sent by default. To omit the header row, check the Exclude Header Row checkbox. Clicking the 'Test' button will perform a sample file upload to the FTP server. If Emailer is able to send the file, the message 'Upload Test Successful' will be displayed. If not, an error message will appear.



The screenshot shows a dialog box for configuring FTP settings. It contains the following fields and options:

- FTP Server:** A text input field containing "ftp.myschool.org".
- FTP Path:** A text input field containing "/files/library/sisdata.txt". Below it is an example: "Example: /dirname/subdirname/filename.txt".
- User Name:** A text input field containing "ps".
- Password:** A password input field with 10 dots.
- File Format:** Three radio buttons: "Tab Delimited" (selected), "CSV", and "Exclude Header Row" (checkbox).
- Buttons:** "Test", "Cancel", and "Save".

**Schedule Delivery:** Select the time of day and any combination of days to run and deliver the report on a regular basis.

**Recipients:** Email recipients can either be manually entered or derived from a selection query. To enter recipients by hand, select the Enter Manually radio button and enter a comma-separated list of email addresses.

To use recipients based on a selection query, select the Use Selection Query option and choose one of these following email address options from the popup menu.

Recipients:  Enter Manually  Use Selection Query

Select Recipients

Selection Query: Active Seniors

Use Email Address:  Student Guardians  
 Students' Teachers  
 Staff  
 Student Custom Field

- Student Guardians: All guardian emails associated with a student
- Students' Teachers: All teachers for student's current classes
- Staff: Staff Email
- Student Custom Field: Email address stored in custom field

### Testing your Report

You should now verify that your query will run successfully by clicking the 'Test Query' button. If the query runs successfully, the first 20 rows of the query results will be listed in the Query Results window. Should an error occur, an error message will be displayed.

### Deleting Reports

Select a report in the report list and click the '-' button.

## Messages

The screenshot shows the Phoenix E-mailer application window. At the top, it says "Phoenix E-mailer" and "Licensed To: E-mailer Customer. Expires: Tuesday, July 12, 2011". Below this is a navigation bar with tabs: "Parent Notification", "Attendance", "Enrollment", "Reports", "Messages" (which is selected), "Style", and "Settings".

The main area is titled "Message" and contains a "Subject" field with the text "Lockdown Notification - Meadowlark Elementary School" and a "Body" text area with the text "Meadowlark Elementary School is currently in lockdown because of a gas leak south of the school. Students are in no danger if they stay in doors." Below the body text, it says "Length: 197".

Below the message composition area are two tabs: "Select Students" (selected) and "SMS Settings". Under "Select Students", there is a "School Numbers" field containing "10113" with the instruction "(Comma Separated - Leave Blank for all Schools)" below it. There is also a "Grade Levels" field with the instruction "(Comma Separated - Leave Blank for all Grade Levels)" below it.

At the bottom of the "Select Students" section, there is a "Send Via:" section with two checked checkboxes: "Email" and "SMS". To the right of these is a "Send Now" button.

At the very bottom of the window, it says "Status: Idle".

The Messages feature of E-mailer enables you to send mass emails and/or text messages to guardians of all enrolled students. You can direct your correspondence to specific schools and grade levels by entering comma-separated lists in the School Numbers and Grade Levels field.

Before text messages can be sent, custom student fields will need to be created to hold values for SMS phone number and SMS carrier. Click the SMS Settings Tab and enter the names of the custom fields.

Mailer is pre-configured with the following cell carriers. You can view the list by clicking Configure Cell Carriers. Double-click on a carrier name or email to modify its value.

Carrier	Email
ATT	txt.att.net
Alltel	message.alltel.com
BartBell	bbell.net
Boost Mobile	myboostmobile.com
Cricket Wireless	sms.mycricket.com
Sprint	messaging.sprintpcs.com
T-Mobile	tmomail.net
Verizon	vtext.com
Virgin Mobile USA	vmobl.com

At the bottom of the dialog, there are two small buttons with '+' and '-' symbols, and two larger buttons labeled 'Cancel' and 'Save'.

You should now create a custom page where parents can enter their cell number and cell carrier. The cell carrier field should be a popup menu with values that exactly match the Carrier name in the above list. Text messages have a maximum length of 160 characters. The combined length of the subject and

body of the message is displayed below the message body field. Click send now to send the messages.

## Style

The options on the Style page allow you to choose your own color scheme used in HTML emails. Click on any color, change it and immediately view how the the changes will look by clicking 'Preview in Browser'. You can restore the default settings at any time by clicking 'Use Default Colors'.

