

Email Guidelines for MySchoolAnywhere (MSA)

Address Email Requests to Tamara Liles (tamara.liles@yahoo.com) AFTER Co-President approval
Owner: SBCEPTA@yahoo.com (these currently go to Cheryl Baker and/or Tamara Liles)

Available Audiences

- Parents &/Or Faculty
- Membership Level or to NonMembers
- Grade Level
- Class (with or without teacher)

Please send your email requests with the following information:

- ✓ Identify Audience (faculty too if needed)
- ✓ Email language (**indicate approval by a PTA President**)
- ✓ Email address for replies or questions
- ✓ Subject Line
- ✓ Images to be inserted
 - The Bobcat image can be copied from prior emails onto the header.

Please allow 48 hours if possible for email to be sent especially if graphics are included.

You can also have me prepare your email in advance and “schedule it to be sent on a certain date and time” which can help especially during vacations.

MSA Capabilities

Fonts are limited (primarily Times New Roman and Arial)

Colors, Underlines, Tables (including columns), Shading are all available

Many historical emails are saved. If your email is cyclical (throughout the year or annual), we may still have the language. It will save everyone time if you ask first. We won't have to re-create the wheel.

GRAPHICS (Please give this attention to avoid delays)

Images must have image file extensions such as png or .jpg ; however some images can be converted using some websites such as picmonkey.com or optimizilla.com. Size of images for email purposes is not defined in MSA.

PDF documents cannot be displayed in the body of the email. If you would like to use a link to a PDF (which can be placed in Dropbox), that is fine. If you want the graphics in your email that are displayed in the PDF, the originator of the PDF needs to provide you with the images with the aforementioned extensions. Or you can try to convert the PDF into images yourself by using websites such as smallpdf.com.

Links

- URLs can be inserted easily.
- If your email is about an item in the Online Store (e.g. 5th Grade Finale Contributions), the shopping cart link can be added.

Documents or attachments can be added to emails via a link from the email to Dropbox. (e.g. PTA form)

Note: This vehicle of communication should not be the only source for critical information. Some parents have not provided their email addresses and some have blocked emails from the MSA site.