

HOW TO SEND MESSAGES

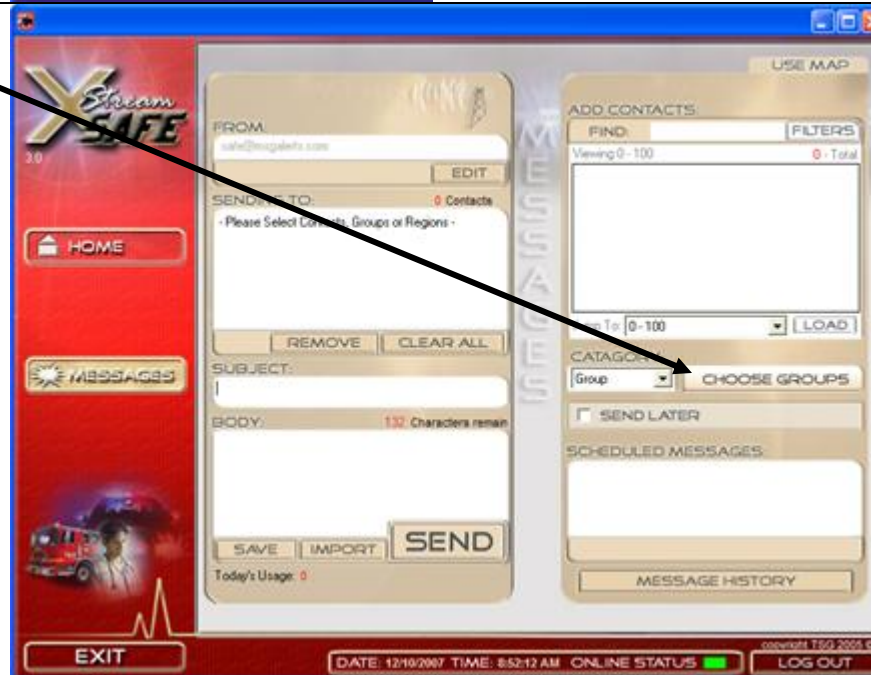
1. Open XtremeSaveV3 (which is on your desktop).

2. Enter your login and password

3. Click on MESSAGES

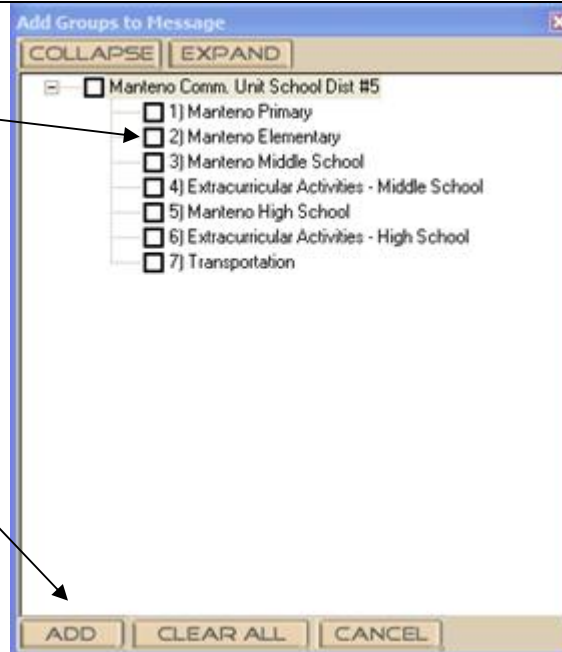


4. Click on CHOOSE GROUPS



5. Select only the box(es) of groups to receive the message.

6. Then click ADD.



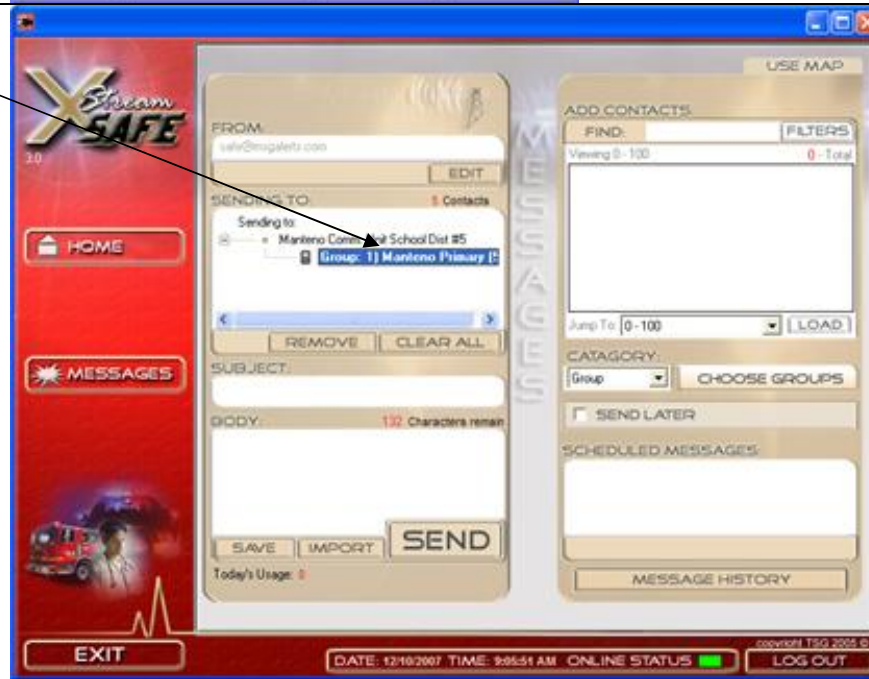
7. RIGHT click on on each group

8. Then select the type of message



E-Mail - for Non-emergency messages
Both – for Emergencies ONLY

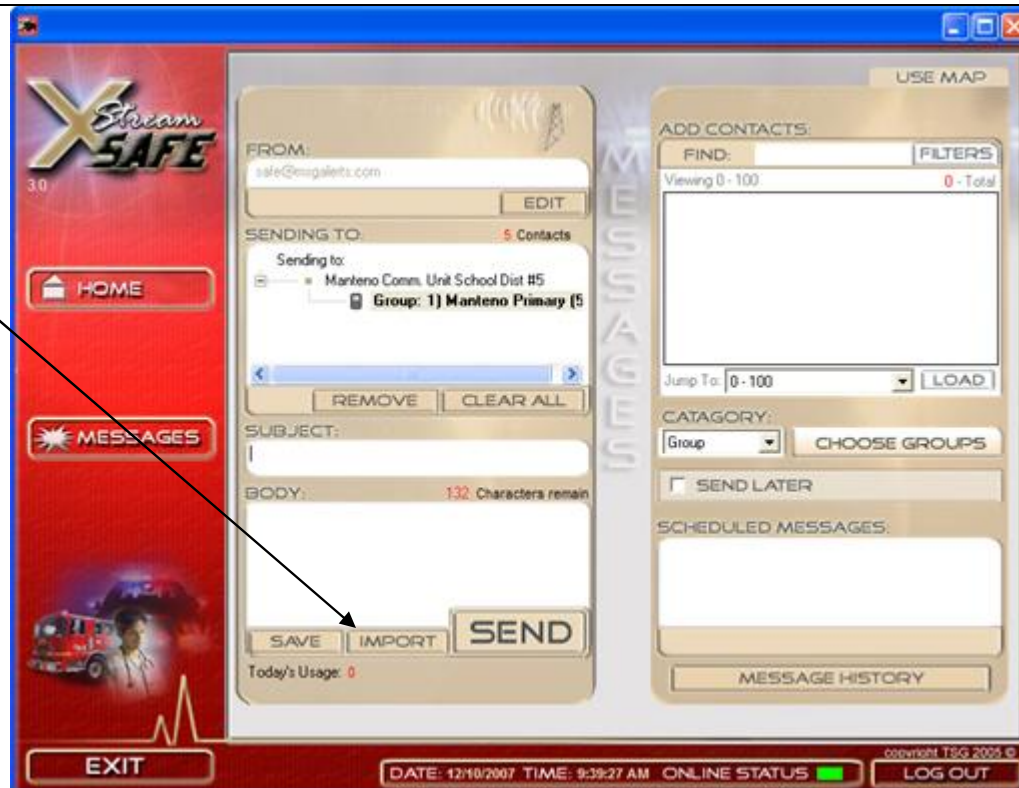
This step MUST be done for each group listed in the SENDING TO window.



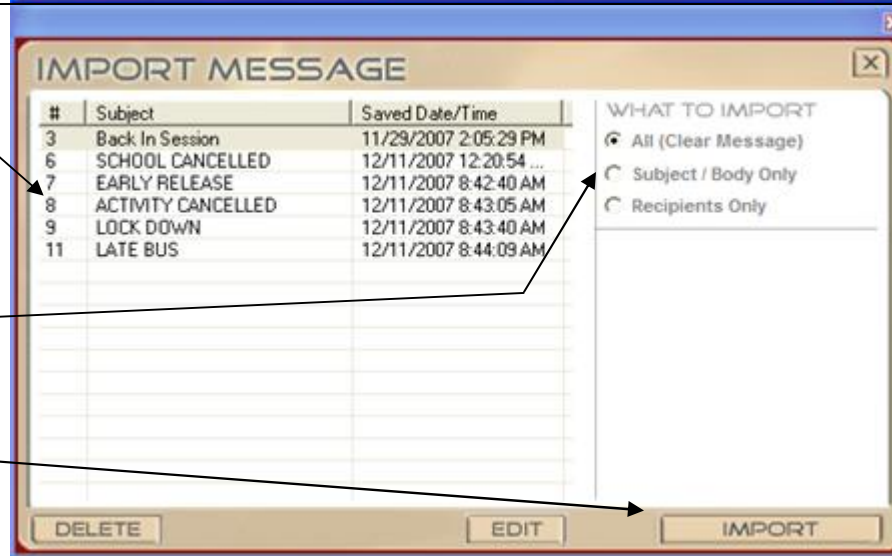
9. Click on IMPORT
See if there is a precoded message already in the system. IF THERE IS ONE, GO TO STEP 10.

If there isn't a template message that fits, the all new messages are to follow the following format:

Subject: (use a very short phrase)
Body: mm/dd/yy apm at hh:mm [school or district name] has [enter message].



10. Click on the message to import.



11. Click on Subject / Body Only

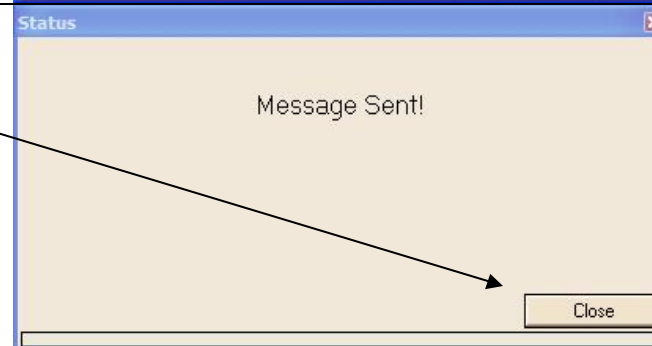
12. Click on IMPORT

13. Edit the text in the BODY
Codes are as follows:
[MM/DD/YY] = month/day/year
[HH:MM apm] = hour:minute am/pm
[TEXT] = text to be replaced

14. Review your information and then click
SEND



15. Click CLOSE.



16. Click EXIT to close the program.
- OR ó
Click LOG OUT so another user
can log back in.

