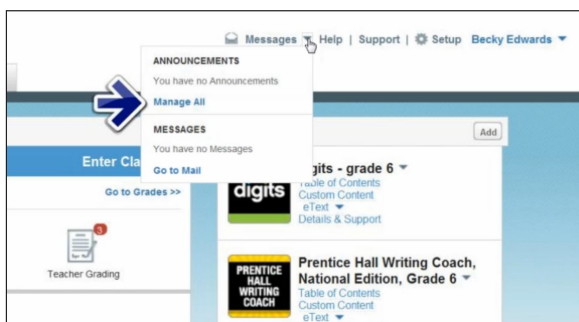


## Teachers–Announcements and Mail

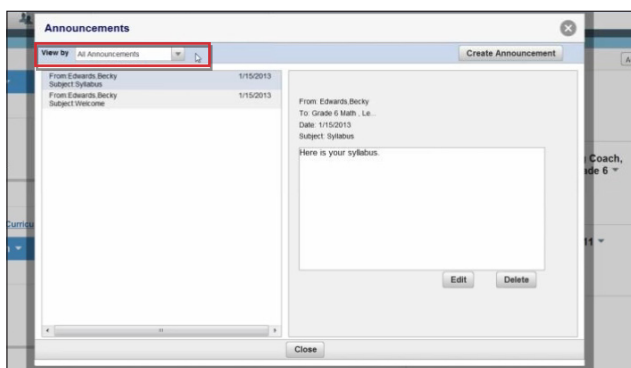
**Introduction** This guide discusses announcements and mail on SuccessNet Plus.

**Messages** After logging in to your SuccessNet Plus teacher account, you will be on your Home page. Select the arrow next to Messages to access your announcements and mail.

**Announcements** To create, edit, or delete announcements, click the blue link in the Announcements section. It will display **View All** if you have announcements or **Manage All** if there are no announcements.



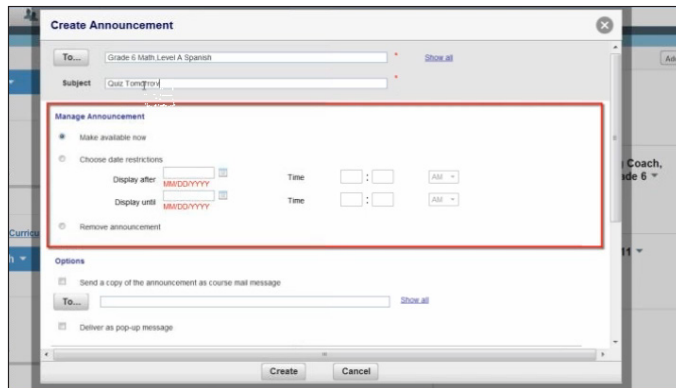
You can view All Announcements, System Announcements, Class Announcements, or Course Announcements.



To edit or delete an existing announcement, select the announcement, and select either **Edit** or **Delete** on the right. After editing an announcement, click **Update** to save your changes.

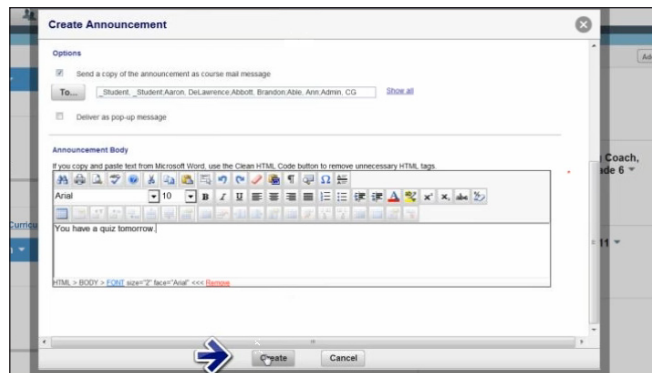
To create a new announcement, click **Create Announcement**. Click **To...**, select the class, and then click **Add Recipients**. Next, type in your subject.

In the Manage Announcement section, you can either display the announcement now or set date restrictions. Use the Remove Announcement option to save an announcement in your account for use at another time without displaying it to the class.



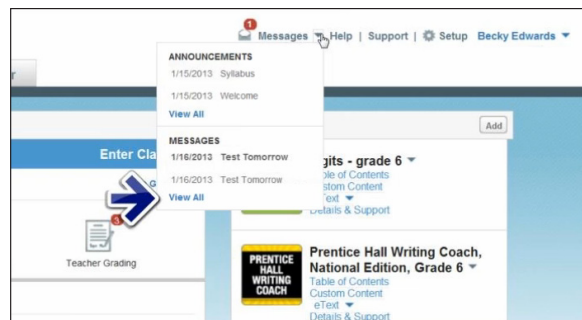
In the Options section, you can send the announcement as a mail message. Click **To...**, select the students from the list, and then click **Add Recipients**. You can also send it as a pop-up message.

Now compose your message within the text editor or paste text into the window. Once you are finished, click **Create**.

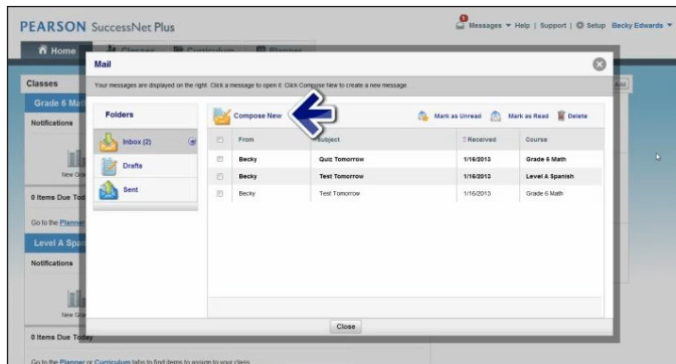


## Mail

To view and compose mail, select the arrow next to Messages, and click the blue link in the Messages section. It will display **View All** if you have messages or **Go to Mail** if there are no messages in your inbox.



You can view your Inbox, Drafts, and Sent mail in the Folders section. Messages in each folder will be displayed on the right. Click **Compose New** to create a new message.



To select all messages in a folder, click the box next to From. Or, select individual messages by clicking the box next to the message. When you choose **Mark as Unread**, **Mark as Read**, or **Delete**, it will be applied to all selected messages in your folder.

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## Review

This guide discussed announcements and mail on SuccessNet Plus.