

Use the Coach/Advisor App to send an email with attachment

There are several ways in jmc to communicate with your stake holders. Teachers and office staff use jmc for this reason everyday. Now, coaches and advisors (even those that don't work in the district) can too!

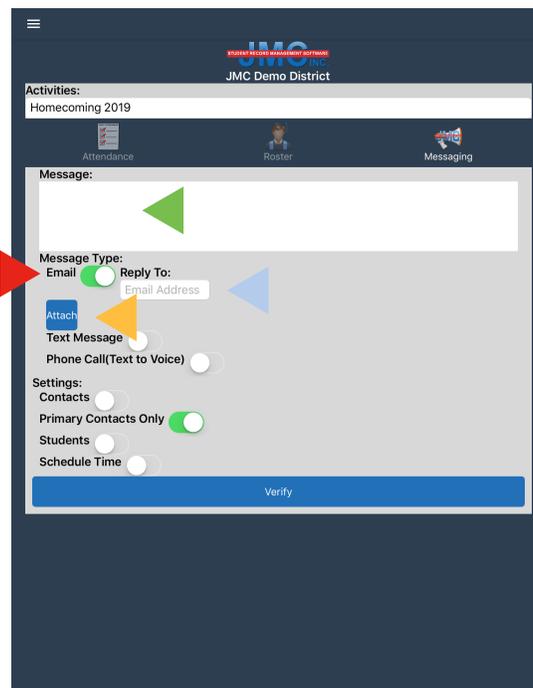
- Start by opening the jmc Coach/Advisor app.
- Choose the correct "Activity" from the drop-down menu.
- Click the "Messaging" icon in the top row.

Step 1:

Type your message here.

Step 3:

Type a "Reply To" email address.



Step 2:

Toggle "Email" to green.

Step 4:

Click "Attach" to include a picture in your email.

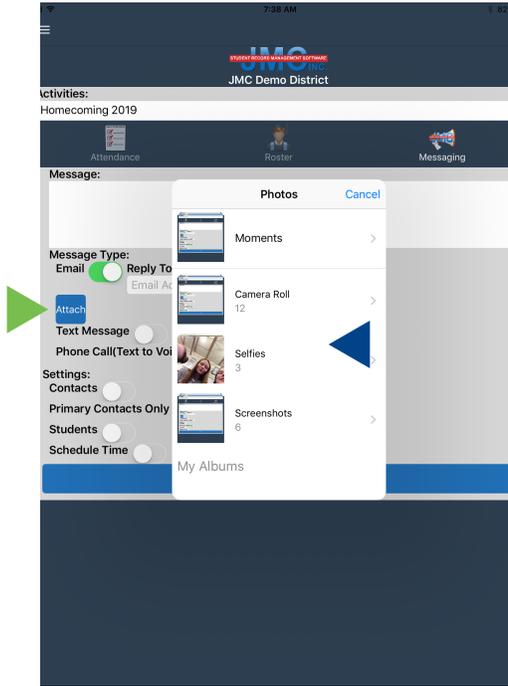
Fun Fact: You can schedule each communication in the Coach/Advisor app to go out at a later time.

Step 1:

When you click "Attach", your device's photos will appear.

Step 3:

Select the correct photo by simply touching it.



Step 2:

Find the correct attachment from the folders that pop up.

Step 4:

Your selected photo will appear next to the "Attach" button.

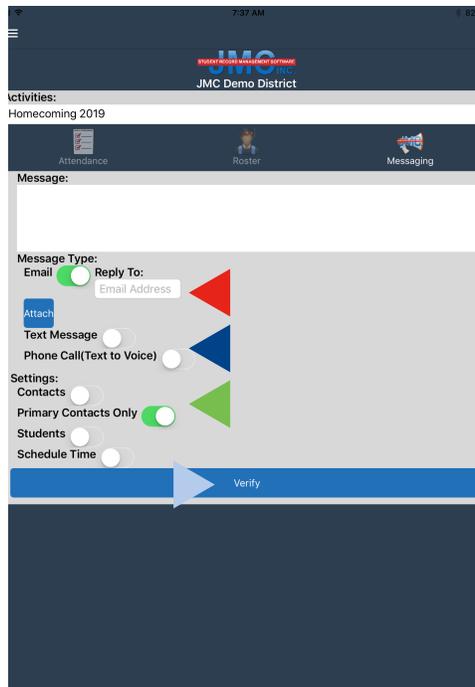
Helpful Tip: When you click "Attach", you may get a window asking permission to access your photos.

Step 1:

Verify your "Reply To" address.

Step 3:

Choose the desired set of contacts for this message.



Step 2:

Select an additional delivery method if you wish.

Step 4:

Click "Verify".

Fun Fact: You can select more than one delivery method for a message. Try sending an email and text!