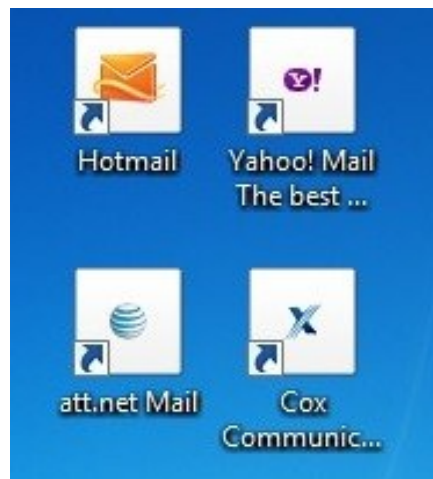


This document assists in sending email from the PowerSchool parent portal. First determine how you send your everyday email. Do you use a program like Outlook? Do you login to a website? Below is an example of Outlook.

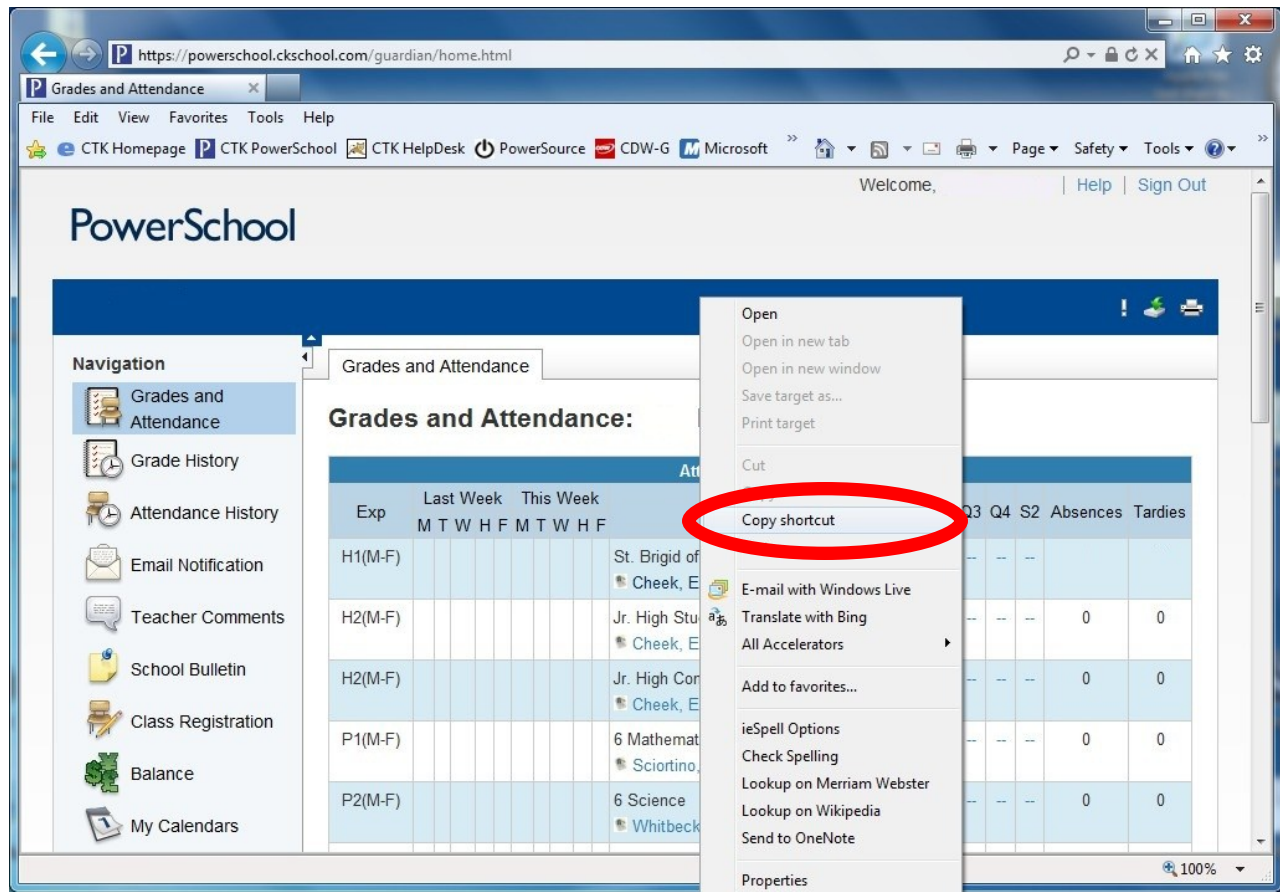


If you use an email program like Outlook this document doesn't apply. The site should work as expected. Below is an example of webmail. Webmail can also be accessed from bookmarks in your web browser.



The links in PowerSchool do not directly work with webmail. With a slight workaround they will work just fine.

Login to PowerSchool and locate the class/teacher. Right click on the teacher's name and left click copy shortcut.



Next open your webmail as you normally would. Start a new message and right click in the to box. Now left click paste. What gets pasted would look something like this:

mailto:support@ckschool.com

Remove the mailto: so all that is left is the email address. It should look something like this:

support@ckschool.com

Finish your email as you normally would.

If you need additional help with this, send us an email at:

support@ckschool.com