**Emailing through X2**

**Email Individual Parent using X2**

Log in to X2
Select Student Tab
Go to the Filter Icon > Select Students in My Homeroom
Check the student whose contact you want to email
Go to Options > Drag to “Show Selected”
Go to Options > Send Email
Students will be checked indicating the email will be sent to the student. CHECK **CONTACTS and DESELECT STUDENTS.**

**Email All Parents using X2**

Login to X2:   https://ma-hingham.myfollett.com/aspen
Change View to SCHOOL (upper right of screen)
Choose: STUDENT (top tab)
To select recipients of email:
            Choose:  the filter icon (upper right of screen)
            Choose: ALL ACTIVE STUDENTS  or  GRADE LEVEL? Then GRADE 1-n
            Choose: SUBMIT
Choose:  OPTIONS (top tab) then SEND EMAIL
Select:  CONTACTS (optionally, TEACHERS)
Type your email, then choose SEND (bottom of window).