**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).