

## HOW TO PREPARE AND SEND AN EMAIL IN CHARMS

- 1) Go to [www.charmsoffice.com](http://www.charmsoffice.com) and log in to your Charms “Helper” account under the “Teacher/Helper” tab. Your user name should be the first letter of your first name and your full last name with no spaces. You will set up a password for yourself when your “Helper” account is created.
- 2) After you have entered your user name and password, click the green “ENTER CHARMS” button.
- 3) Click “SEND GROUP EMAIL.”
- 4) On the group screen, you may choose the people to whom you wish to send the email. The default is every student and every parent in the choral department. Once you have finished choosing your recipients, click “LOAD ADDRESSES.”
- 5) The next screen shows the name of every recipient. To continue, click “FORMATTED EMAIL.”
- 6) On the next screen, type your email, and click “SAVE DRAFT.”
- 7) The director will receive an email notification that you have saved a draft and will send that draft on after he/she proofs the email.