Using the ACIIS Email Tool: Teachers

This document explains how to use the email tool in ACIIS when working on your PDP. *Truenorthlogic* made some changes to the email tool for your ease.

SENDING AN EMAIL TO YOUR ADMINISTRATOR

A macro has been entered into the **Subject** such that it will automatically include your first and last name.

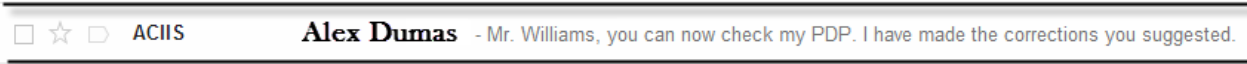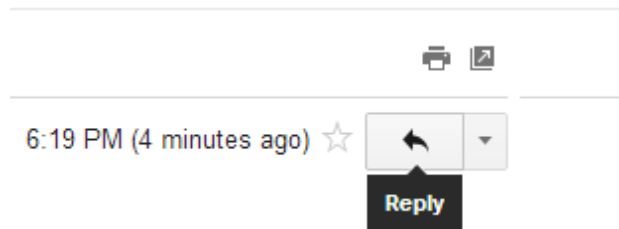All you will need to do is complete the body, as in this example.

When the administrator views the message, the email will appear as follows in their inbox:

RESPONDING TO AN EMAIL FROM YOUR ADMINISTRATOR

If you select Reply, it is preset to be sent to ACIIS@gm.sbac.edu. Third party devices cannot mange email by replacing ACIIS address with your administrators, so you will have to *remove the ACIIS address* and replace it with your Administrator(s) email address.

Delete the ACIIS email by selecting x

Enter your admins name and then select his/her email.