

## Directions for Weekly District Email

The Weekly Communication District Email will arrive on Friday afternoons. *Open the email.* Scroll to the **appropriate color-coded category**:

Color Codes:

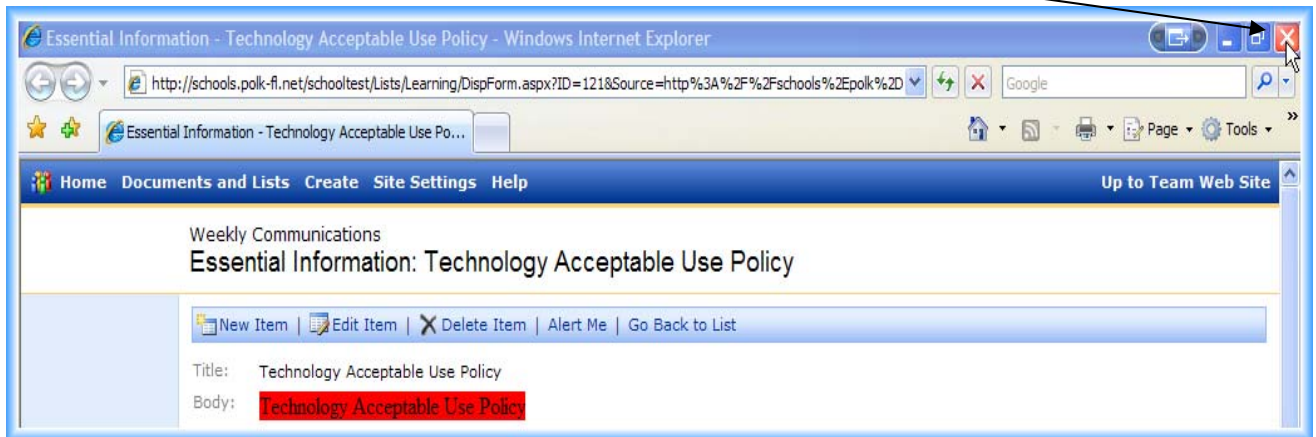
<b>Red:</b>	<b>Essential Information:</b>	<b>Action required</b>
<b>Yellow:</b>	<b>Important Information</b>	<b>You need to know.</b>
<b>Green:</b>	<b>Other Information</b>	<b>FYI</b>

Click on any **underlined item** to go directly to the Weekly Communication email or link.

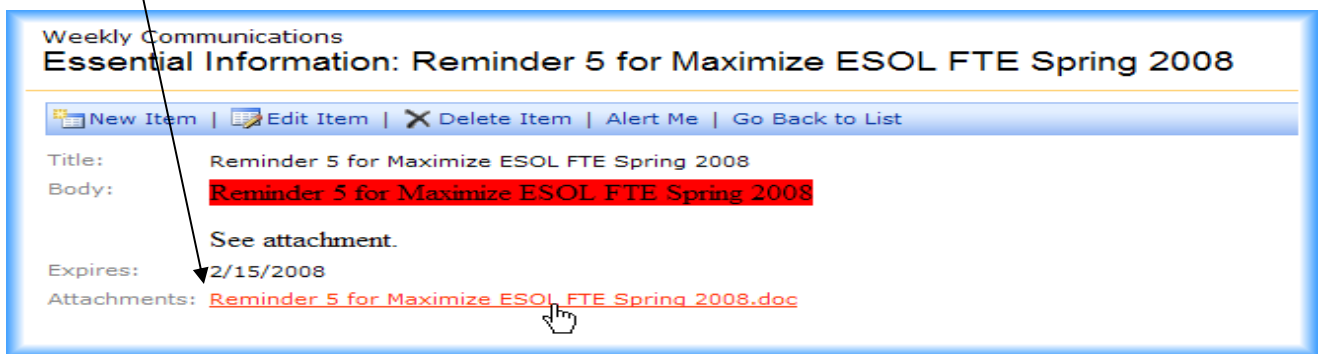
Example:



The Weekly Communication will open, Click the **X (Close icon)** in the top right corner of the screen to return to the **Original Email**.

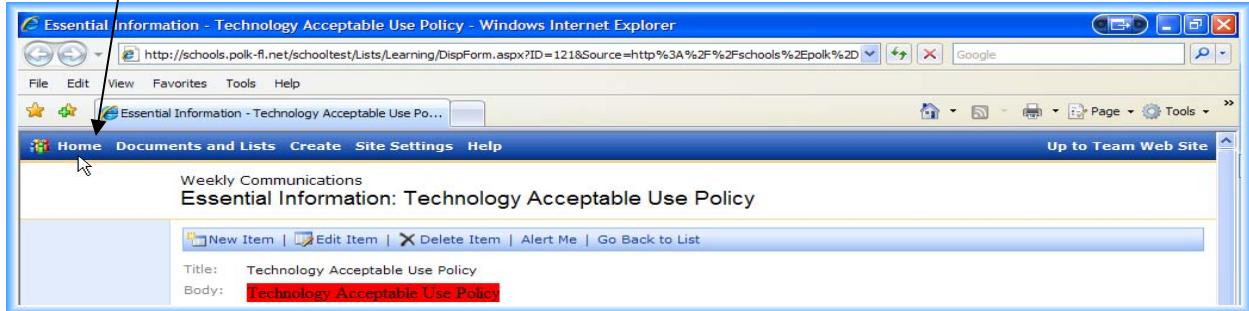


Click the **attachment** or **link** to view an attachment or link within a Communication, Click the **X (Close icon)** in the top right corner of the screen to **Close** the link or attachment.



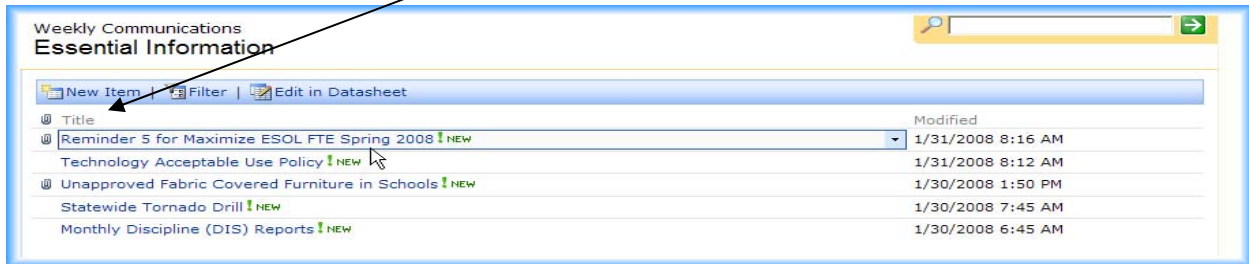
**Note: Once you have opened any Weekly Communication, to open any other Communication, without returning to the Original Email. Click the Home Button.**

Example:



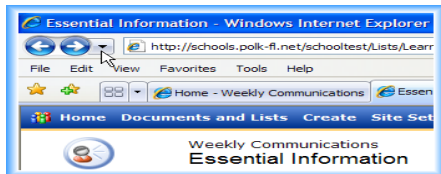
Click on a **Category** from the Quick Launch Lists menu.

The most recent Weekly Communications are available to open and view. Sort by Title by *Clicking Title*.



All other Communications are located under Quick Launch Archive Lists.

Once you have opened any Weekly Communications, *navigate* using the blue **Backward / Forward** arrows in the top left corner of the screen.



Click the **X (Close icon)** in the top right corner of the screen to *return* to the **Original Email**.

