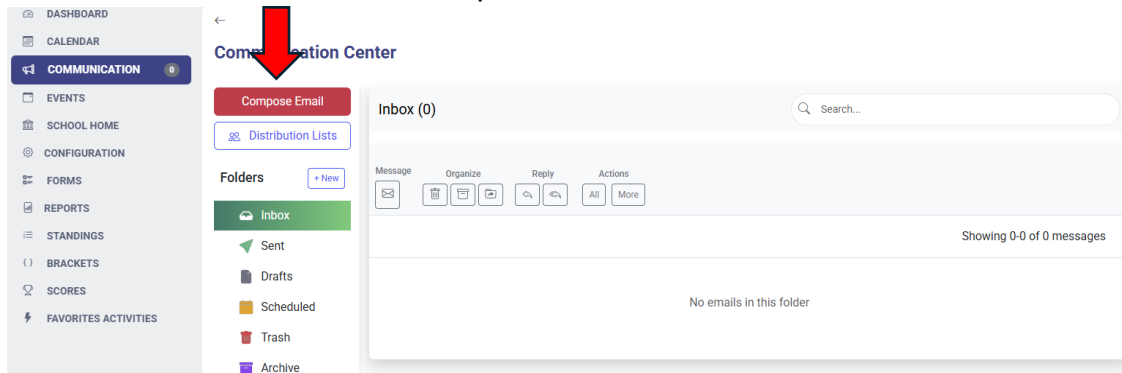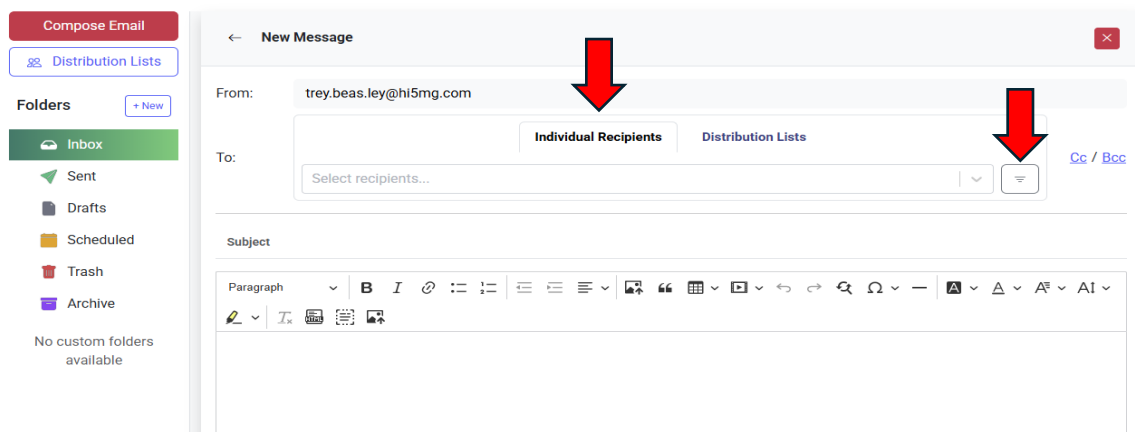# Communications

1. To send Messages to TAPPS, Students, Parents, School Staff or Other School Staff Select Communications and select Compose Email.

2. If you want to send the message to specific people you can enter their name or email directly or use a filter.

With the filter you can find your audience by Activity, Tags (Division, District, Classification, Region, etc.) and Roles. We also have additional filters that allow you to send messages to individuals based on their Eligibility status and many other filter options.

3. You can also Create a Distribution List and schedule an email. The Distribution List is useful if you want to send a recurring messages to an audience that meets your filter criteria. For example if a Student or Parent has not completed his AOR you can save a Distribution List with the AOR of No. You can schedule an email to go out at a certain time and date for anyone matching that criteria. If the Student and Parent have completed the AOR then they will not receive the email the next time it is sent.

4. You can also create, edit, and delete folders for organizing your messages.
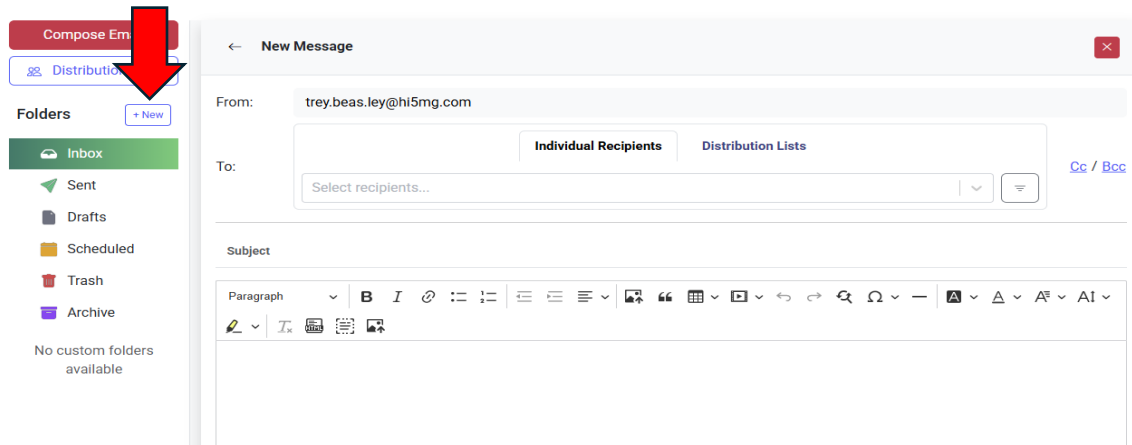
5. You can set your preferences to receive messages to your external email or text by making turning on these preferences in your TMS Account.