

Messages

InfoCenter's "**Messages**" page is where you can retrieve messages from your school or district, regardless of whether they were originally sent as email, voice, or text message. This page shows a list of the all the messages you have received during the last 30 days, sorted by order of date, with the most recent message at the top.

Click anywhere on a row to display the details of that message:

1. **Subject** of the message.
2. **Name** of the person who sent the message and the name of the **School** the message was sent from.
3. **Message Type**. Any message type which the school has set as "High Priority" or "Emergency" will be indicated in red.
4. **Date** the message was originally sent.
5. **Target Recipient**. The colored circles with a single letter in them represent the person the message was sent to or is about. The letter is the first initial of the first name of that person. Multiple circles indicate that the same message was sent to multiple recipients associated with your registered email address.
6. To the upper right of the Messages page you will find the option to show all messages, or just those you've not yet viewed. When viewing "All" messages, unread messages will be displayed on a white row and messages you've already read will be grayed.

Note: The color of the circles is automatically assigned by InfoCenter as a way to help you more easily distinguish students from one another. Each student will be automatically assigned a unique color and their first initial. Neither the color nor the initial are editable.

Viewing/Listening to Messages


After clicking on the row for any message, it will expand that row to show all the different delivery methods originally sent, whether they were email, voice, or text. Simply click on the corresponding icon to read the **email**

, read the **text messages** , or listen to a recording of the **voice message** through your speakers or headset.

Important: If you have multiple students, it is possible for each student's version of a given message to have information that is unique to their student records, such as grades and other metrics. Click the circle for each recipient to see the version of the message that was created for that recipient.

Email



MESSAGES CONTACTS PREFERENCES HELP SIGN OUT

MESSAGES

ALL UNREAD

Early Dismissal WEATHER
Principal Ness - Aptos High School Today


Ophelia X
Subject: Early Dismissal

A reminder to all that all classes at Aptos High School will dismiss at 12pm tomorrow, Friday, May 27. Please arrange to have all students picked up at that time if they are not taking the bus.
Thank you,
Principal Ness

Vikings beat the Dandelions 11 - 9 !!! SPORTS
Principal Ness - Aptos High School Yesterday

Voice



 **Note:** Voice messages are played with a built in audio player which requires your browser or device to support at least one of the audio playback standards used by our system.

Text Message



MESSAGES

ALL

UNREAD

Early Dismissal

Principal Ness - Aptos High School

WEATHER

Today



Ophelia



Aptos High School will dismiss at 12pm tomorrow. All students to be picked up by that time if not taking the bus.



Vikings beat the Dandelions 11 - 9 !!!

Principal Ness - Aptos High School

SPORTS

Yesterday

