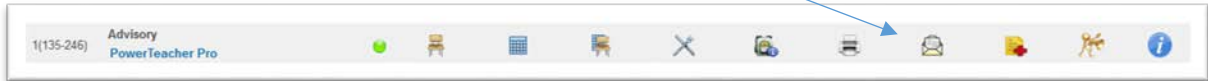# HOW TO BUILD AN EMAIL LIST IN POWERTEACHER

1. From the main page in PowerTeacher, click on the email icon to the right of the appropriate class.


2. On the Email Addresses & Lists screen, select the appropriate emails from the options presented. If you want to select all student emails, just click the "Select/Deselect All" box under Student Email Addresses; follow the same instructions for Parent Portal or Student Contact addresses.

   At this time, it is not advised to use the "Guardian Email Addresses" as this data is not regularly updated due to a recent change in PowerSchool's contact structure.

3. At the bottom of the screen (in the Build Email List box), you will see your addresses populate. Click "Copy" to copy and paste into the email you are composing.
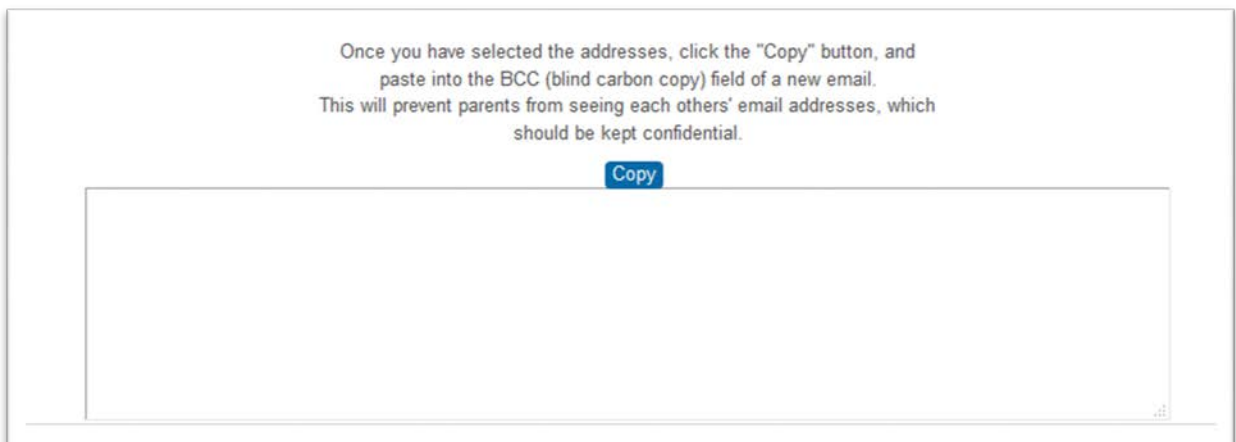
   Please paste your list into "bcc" in your email to protect confidentiality and privacy.