# School E-mail Groups

To make it easier for you to send an e-mail to your entire school, teachers/program assistants, or office staff, the Technology Department has created and maintains three e-mail groups for each school. The three formats are as follows (note: substitute "XX" with your school name*):

- XX-School@mishawaka.k12.in.us
- XX-Staff@mishawaka.k12.in.us
- XX-Teachers@mishawaka.k12.in.us

Below are who the e-mail groups include:

- **XX-School** = XX-Staff and XX-Teachers
  (Note: Sending an e-mail to the "XX-School@mishawaka.k12.in.us" is sending an e-mail to a combination of the teachers and staff groups for your school. This way you only need to select the school group rather than teachers and staff separately.)
- **XX-Staff** = office staff, nurse, and principal
- **XX-Teachers** = all teachers and program assistants
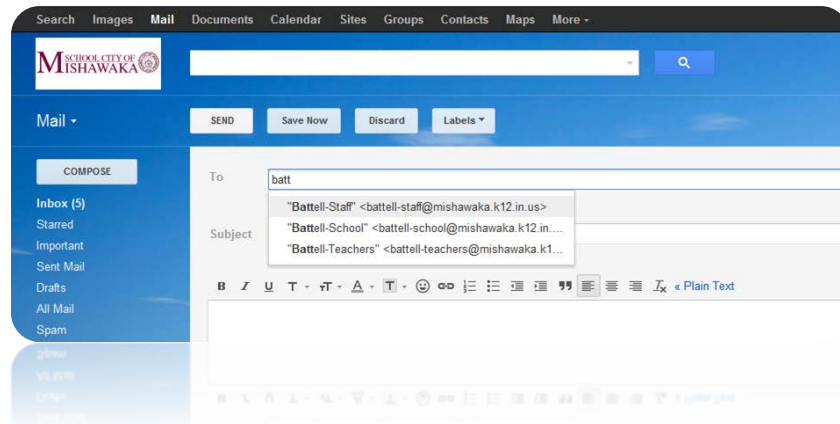
Example

Custodial and Cafeteria personnel have a separate group from those listed above. You will need to include these groups or individuals separately if you want them to receive your e-mail. These groups are maintained separately due to personnel changing school locations more frequently.

Please look at "Google E-mail Groups" on the Technology Training Page to create your own groups that are in addition to those listed above.

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* School Names to use: Mishawaka High School = MHS, John Young Middle School = JYMS, all elementary schools use your school name (i.e.: Battell, Emmons, Liberty, etc.).