



ParentSquare Quick Reference Guide | Direct Messages Teacher Level

Direct Messages

Direct Messages are used for one-to-one or small group communications, a few people at most. Not recommended for large group communications. It is recommended to use the post option for any larger group communications.

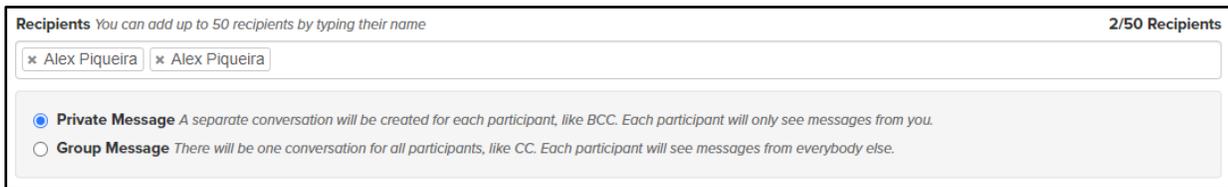
- Used for simple messaging. Think of them like text messaging.
- They are great for sending quick messages.
- You can attach pictures, files or even scan a document using your camera on your phone.
- You can initiate a message and respond to messages sent to you.
- You can create private messages and send a private thread to more than 2 receivers.

How to Create a Direct Message to a User or Groups of Users

1. Choose your building if not already selected.
2. Select **Messages** from the left navigation bar. You may notice that previous messages may be displayed on the screen.
3. Click **New Message**. 
4. Choose your recipients from the **Quick Select Recipients** section or type in the recipient name in the **Recipient Field** section. **1 2**
5. Type your **Message**. **3**
6. Attach a file if desired by clicking on the **paperclip** icon.
7. Click **Send**.



Note: If you select two recipients, you will be presented with options for sending as a **private message** or as a **group message**.



Private Messages: Is a separate conversation between two or more recipients. A separate conversation will be created for each user. Any message replies will be seen only by you and not by the other recipients. This is like a BCC (Blind Carbon Copy) used within email clients.

Group Messages: One conversation among all recipients. Each recipient will see all replies among the group.

New Message Example:

New Message
Send a private message to a teacher, staff member or parent coordinator at your school.

Quick Select Recipients

Filter: Showing 1 to 9 of 9 entries

	Name	Title
<input type="checkbox"/>	Gray, Suzanne	Principal:
<input type="checkbox"/>	Heitner, Karen	Principal:
<input type="checkbox"/>	Murray, James	Principal:
<input type="checkbox"/>	Psihogios, Christina	Principal:
<input type="checkbox"/>	Wiley, Ben	District admin: Director of Digital Instruction

Recipients You can add up to 50 recipients by typing their name 1/50 Recipients

Message

This is a test

Help is always available by either contacting the Technology Office at 516.434.3090 or by opening a help desk ticket at <http://tickets.pobschools.org/>. Additionally, within ParentSquare, click the “?” question mark, located upper right to obtain additional training information from the vendor.

