Log into your OLS. Click on k-mail at the top of the screen



Click on "Create New Message"



You will see a new kmail open. Click on "edit" beside the word To:

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Click on "teacher" or "administrator" depending on who you want to K-mail. If "Michigan Virtual Charter Academy" is not highlighted in the school menu, click on that as well. Once a choice in each box is highlighted, type the teacher/administrator's last name in the appropriate box. Click search.



Click the box beside the teacher/administrator's name. Click "return to message". Type your subject and message and press send ©

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