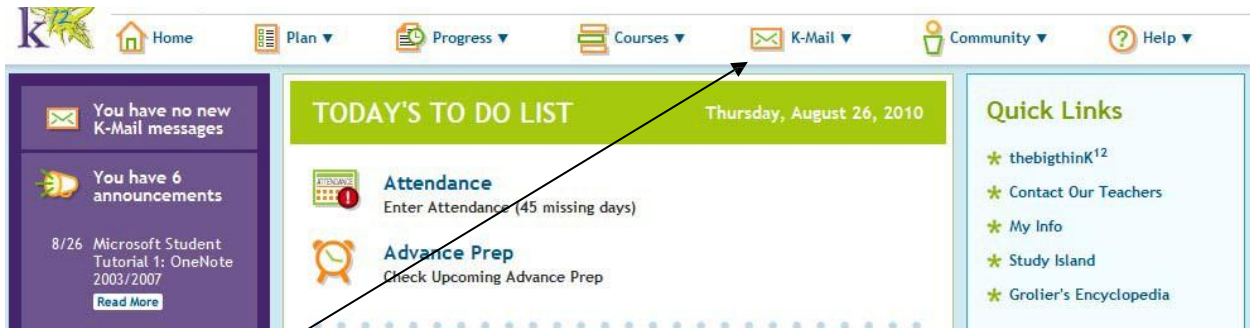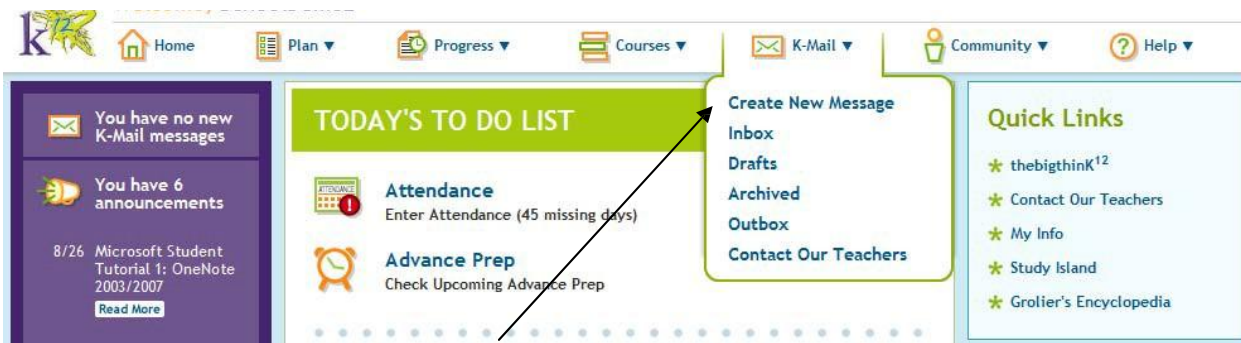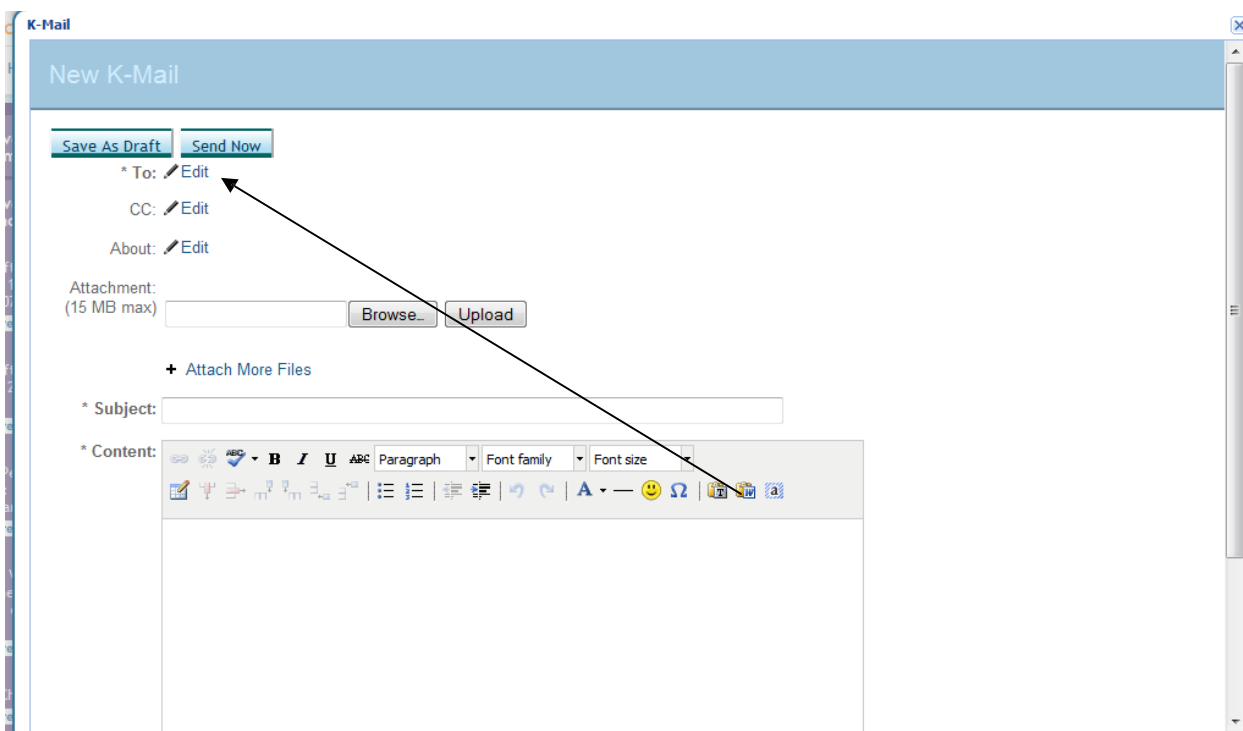# How to K-mail a Specific Teacher/Administrator

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:

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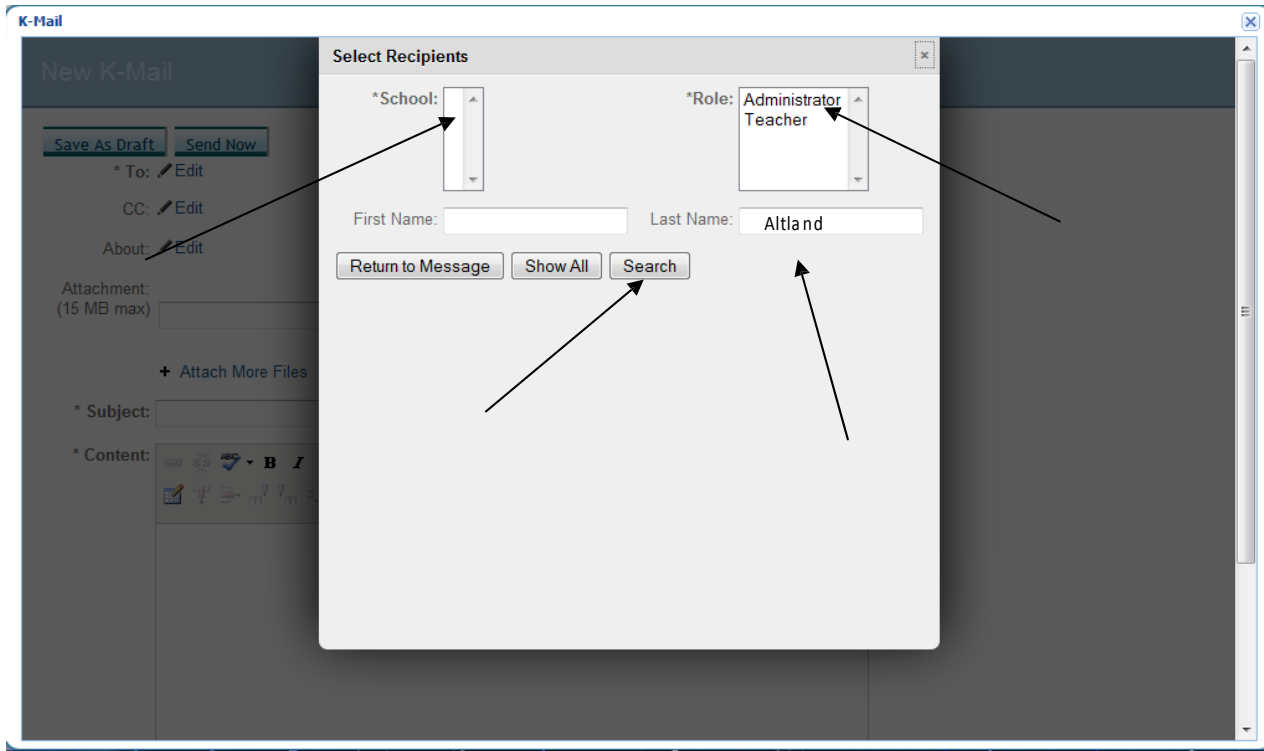
Click the box beside the teacher/administrator's name. Click "return to message". Type your subject and message and press send ☺