




Step #s	Action	Screen Capture
1	Sign into Infinite Campus	
2-5	<ol style="list-style-type: none"> 1. Click on the Contact Preferences tab located on the left menu. 2. Locate the Message Contact Preferences area of the screen. Enter primary and secondary (if applicable) preferred email addresses. 3. For each type of message (Emergency, Attendance, Behavior, General Notification, Priority Notification, Teacher) select how you prefer to receive that message. 4. Click the Save button at the bottom of your screen to save your preferences. 	

6	<p>Once email contact preferences have been properly setup, you should be able to retrieve designated class, school, and/or district-wide notifications directly through the email addresses you've provided.</p> <p>Alternatively, you can also access messages directly through Infinite Campus by selecting the Messages tab located on the left menu.</p>	 <p>The screenshot shows the Infinite Campus user interface. On the left, a vertical menu lists 'Family', 'Messages', 'Calendar', 'To Do List', 'User Account', 'Contact Preferences', and 'Access Log'. The 'Messages' tab is highlighted with a red circle. On the right, there are notification counts: 'District Notices - 1 message', 'School Notices - 1 message', and 'Inbox - 56 messages'. A green box highlights a button that says 'Click to Read School and/or District Related Email Notices'. Below these notifications is a large orange arrow pointing right with the text 'Go Mobile - Need Your District ID?'. At the bottom, there are logos for 'Available on the App Store', 'GET IT ON Google play', and 'Available on amazon appstore for android'.</p>
---	--	---