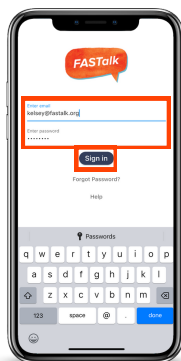
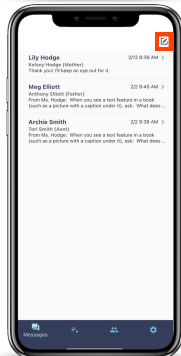


HOW-TO SEND A WHOLE CLASS ANNOUNCEMENT WITH THE **FASTalk** MOBILE APP FOR TEACHERS



STEP 1

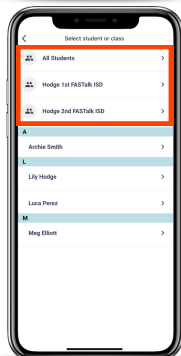
Open the FASTalk mobile app on your device. Enter your school email and FASTalk password. Tap the Sign In button to access your FASTalk account.



STEP 2

After logging in, the message threads of families you've already communicated with will display.

To send a group message to one class or all of your classes, tap the write message icon in the upper right-hand corner.



STEP 3

After tapping the write message icon, your classes and student roster and will display.

To send a message to all of your students' families, tap "All Students."

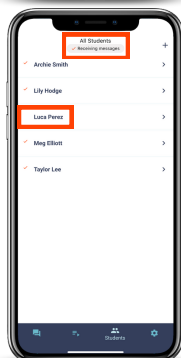
To send a message to all of the families in one class, tap on the name of the class.



STEP 4

Tap into the Message field to write your note. Then, tap on the paper airplane to send your message!

If a student's caregiver(s) has unsubscribed or has a landline listed as their contact number, they won't receive your message.



NOTE

You can verify that all families are receiving your messages by going to the Students page of the app. Any students without the Receiving messages checkmark have unsubscribed, are missing a contact mobile number, or have a landline listed as a contact number.

[Learn more about reconnecting with caregivers who are not receiving messages here.](#)

Have questions or need assistance?

Email us at support@fastalk.org or submit a [Support Request](#).