Communicating With Students in OrgSync

1. From your organization home page, select “Events” from the top toolbar.

2. Under Ongoing Events, select the project with students you want to message.

   - To message all students registered for the project, select “RSVP, all attending” from the drop down under Recipient.
   Enter the Subject and Body of your message and click “Send”.

You can also message individual students within a project.

1. Select the ongoing event with the student to message.

2. Locate and click “See all ___ RSVP’s” near the top of the project details.

3. Select the name of the student to message.

4. Click “Message”, complete the required fields and click “Send”

Messages you send to students are recorded and can be found in your personal OrgSync “Inbox”.

- Find & click your name in the upper right corner of the screen and several options will appear.
- Locate and select the “Inbox”
- You will be able to view your inbox as well as sent messages.

You will receive and be able to respond to messages at your general email address.