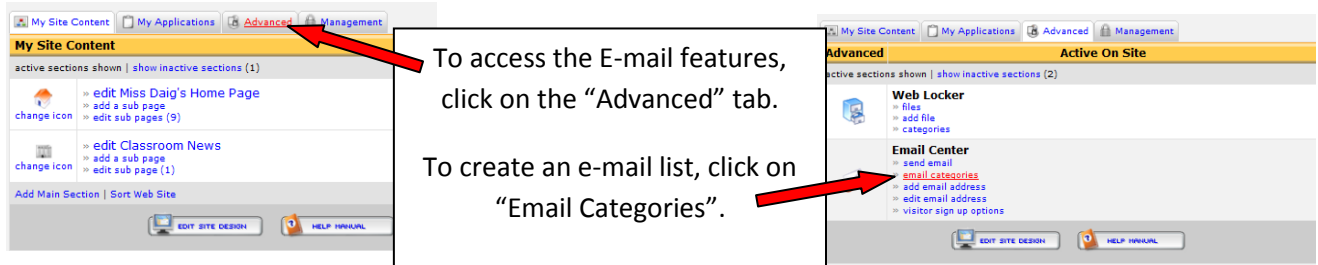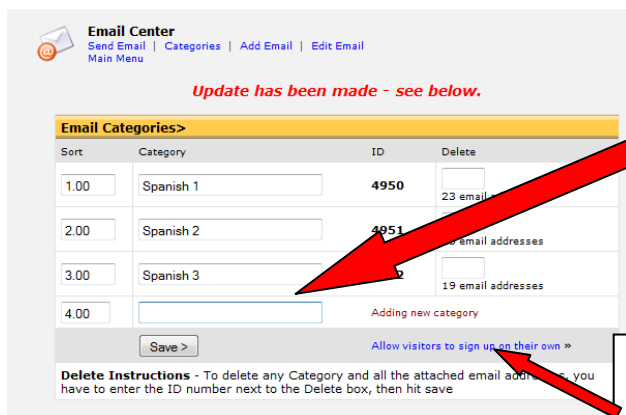# Setting Up E-mail Categories in SchoolWorld

SchoolWorld has an awesome advanced feature that allows you to create e-mail lists. You can even have people sign up for your lists on their own. This is great for sending out reminders about tests, quizzes and projects, as well as Open House and conferences.

To access the E-mail features, click on the "Advanced" tab.

To create an e-mail list, click on "Email Categories".

Type the name of your category in the box, then click "Adding new category" or "Save."

I typically set up one category for each class.

If you want people to be able to sign themselves up for your list (I strongly recommend this), click on "Allow visitors to sign up on their own".

To allow people to sign up for your list, you have to set a password. I find this is a pain since I could delete anyone that I really don't want on my list. To help circumvent the password issue, I included my password in the instructions on how to sign up.

Adding and Removing People from your E-mail List
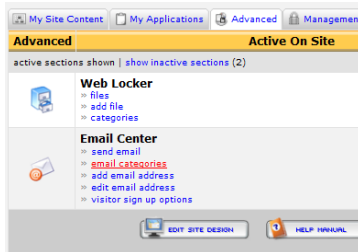
Click on "Add Email Address"

You can either add 1 person at a time using the screen at the right, or click on "Bulk Add".

"Bulk Add" allows you to add multiple people at a time. You can use either method. The first does not include names, the second does.

Notice, you can only add people to one list at a time.

Removing People from Your List
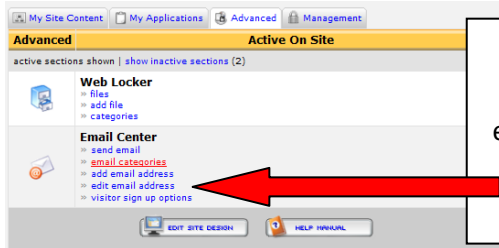
Every time you send an e-mail, there is a link for the person to remove themselves from the list. From time-to-time (like the end of the year) you might have to remove someone manually.

Click "edit email address"

You can locate the e-mail address by the list it is on, by the person's name, or the e-mail address.

After clicking "Edit" in front of the person's name, the edit screen to the left will appear.

To delete the person, place a check in the box, then click Save.