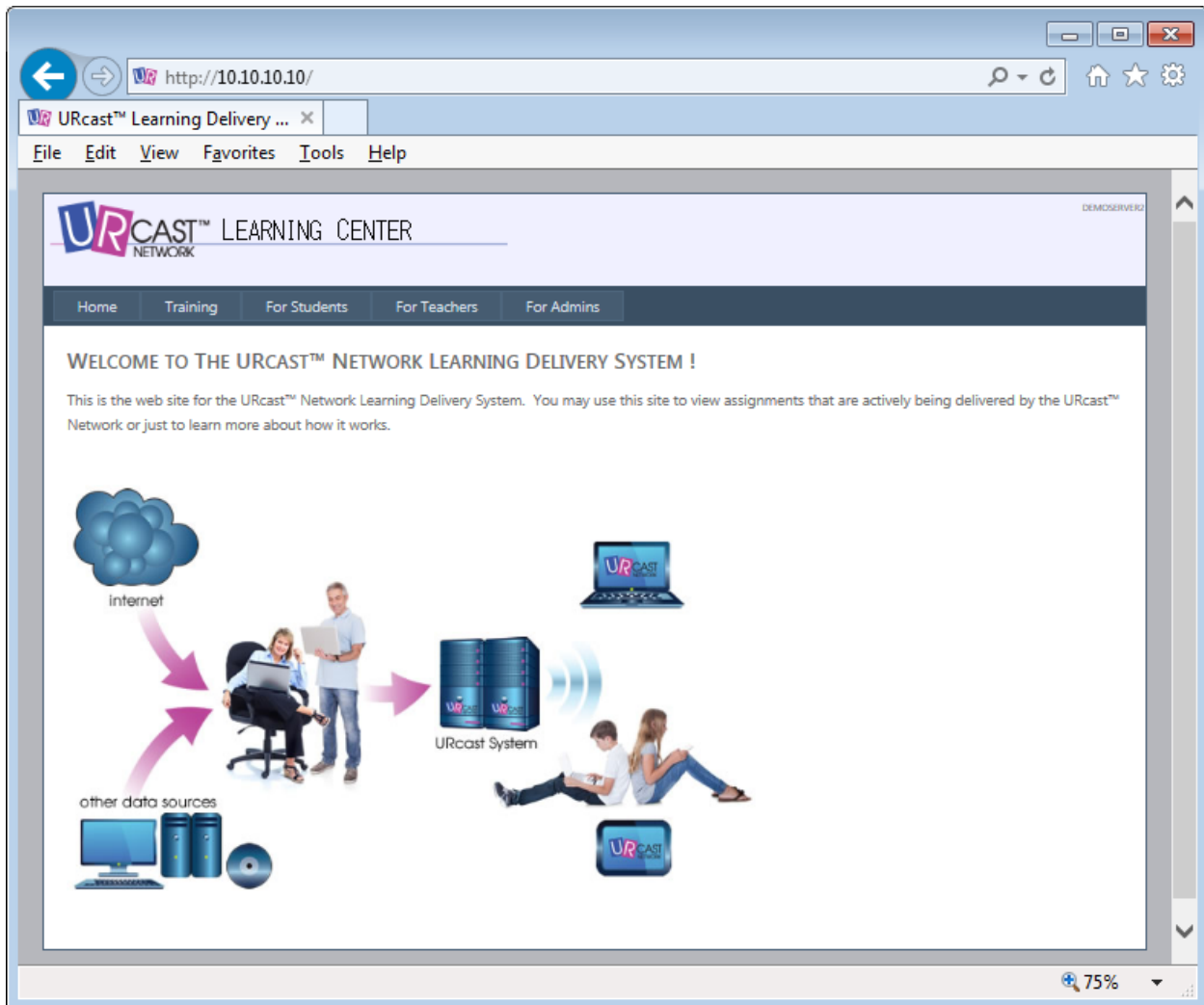
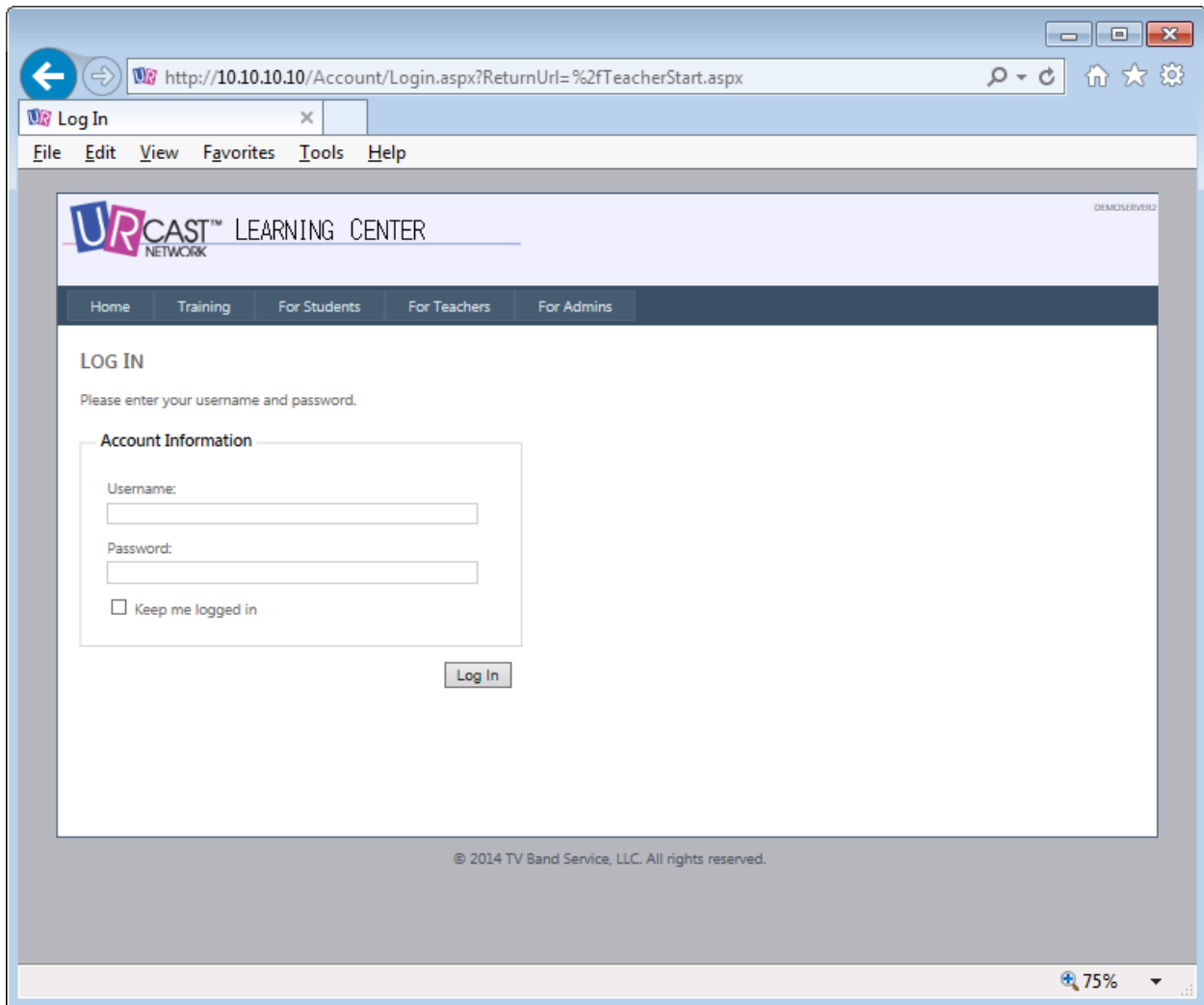


Using Web Message Builder

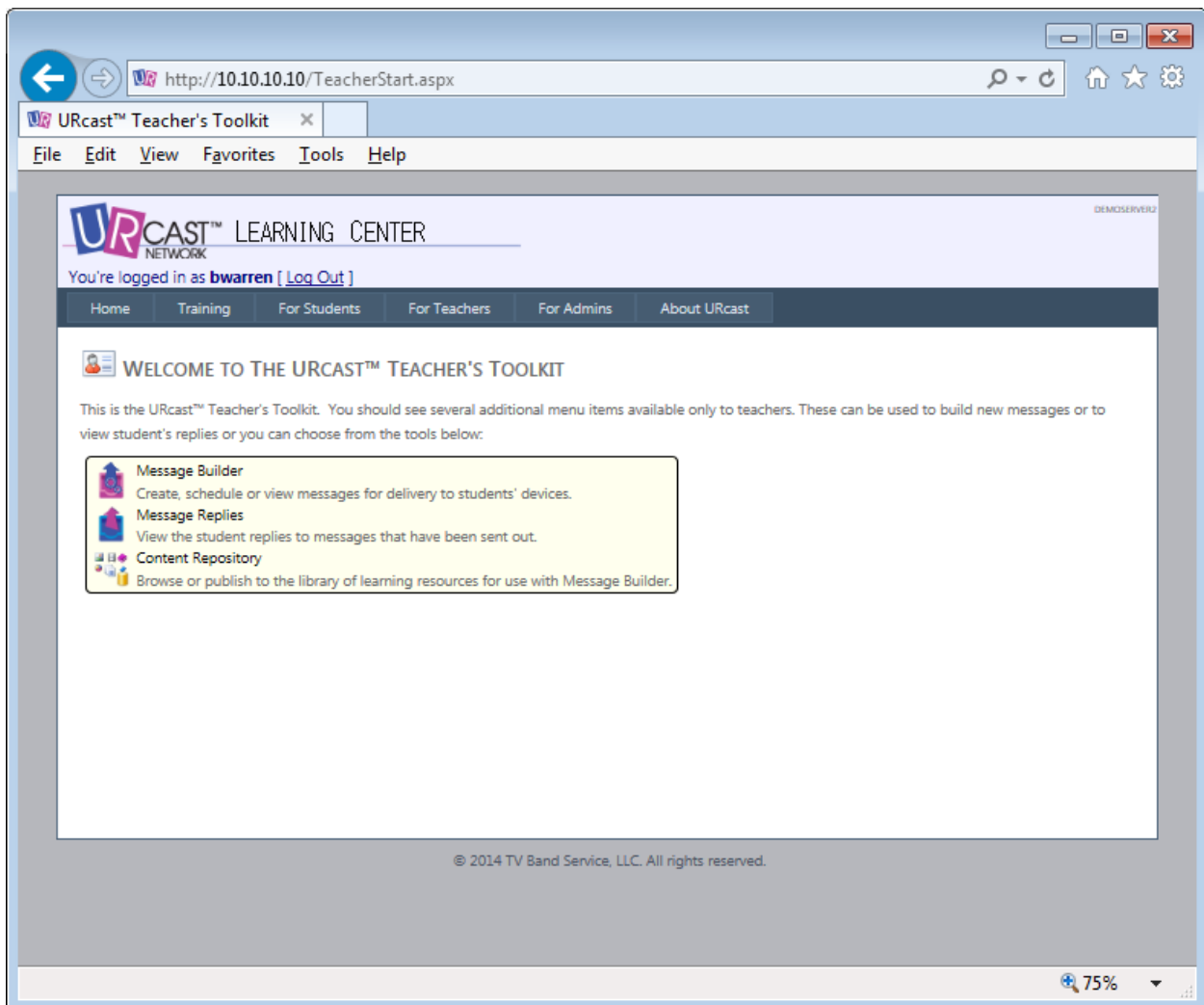
- Open a web browser (IE, Mozilla, Chrome, Safari)
- Type your server IP address (ex: 10.10.10.10.) or DNS name (ex: yourschool.k12.nc.us) into the address bar and click enter
- The URcast Network Learning Center website should open.



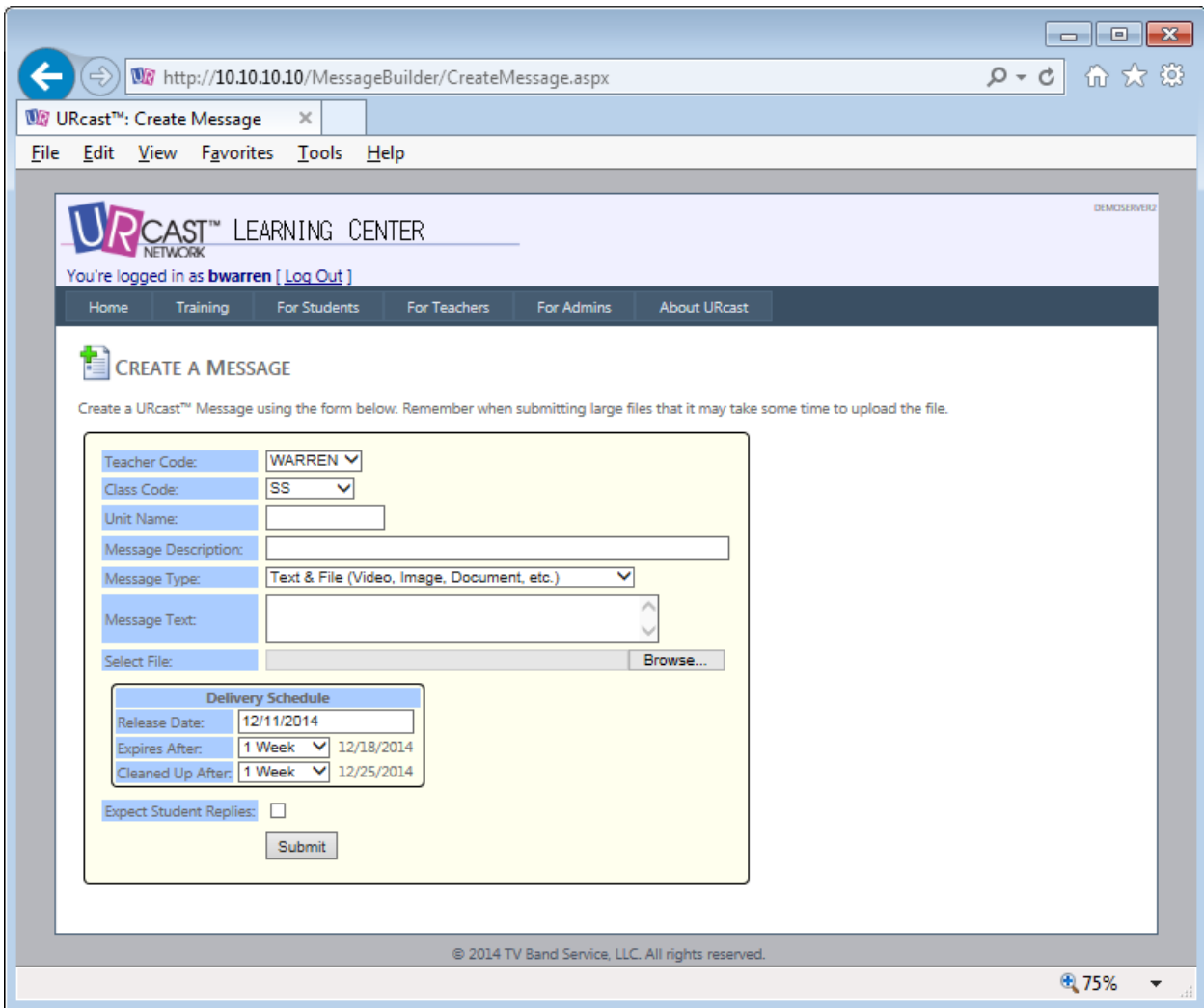
- From the Menu Bar, Select For Teachers, a login box will appear, Enter your URcast username and password, Select Log In.



- From the options on the screen in the Teachers Toolkit, Select Message Builder



- From the Message Builder screen, Select Create a Message



- Enter or Select the appropriate information for each of the fields listed and choose Submit.