

Text messaging and emailing service instructions.

This document will give instructions on subscribing and unsubscribing from the MCSD text messaging system. This system will be used to notify subscribers of school delays, closings as well as reminders of special events.

Subscribing.

To subscribe to this service you must send an email of text message the following address; mdaemon@mcgraw.cnyric.org. Do not enter a subject, but in the body of the message or text, **subscribe** txt@mcgrawschools.org. If you wish to get both an email and a text message you can subscribe both without any problems.

If you have correctly entered all the information the MCSD system will send you a conformation of the subscription.

If you do not receive this acknowledgement of the subscription or you have any questions, please call the Technology Coordinator at 836-3622 for assistance.

Unsubscribing.

To be removed from the messaging service is similar to the subscription process with one difference. To unsubscribe to the service you must send an email of text message the following address; mdaemon@mcgraw.cnyric.org. Do not enter a subject, but in the body of the message or text, **unsubscribe** txt@mcgrawschools.org. If you have subscribed both your email and cell phone to receive messages, you must unsubscribe both to completely remove yourself from the service.

If you have correctly entered all the information the MCSD system will send you a conformation of the removal.

If you do not receive this acknowledgement of the subscription or you have any questions, please call the Technology Coordinator at 836-3622 for assistance.