

MailOut is a new web page providing parents and community with a place to subscribe to a district-wide email list and receive district news and updates via email. Users can also sign up for *school-specific* information delivered by email.

Register to Receive Email from MailOut!

1. Visit <http://www.chippewavalleyschools.org/mailout/>
2. Fill in the blanks shown at right. Only a few * are required. You must enter your password twice.
3. Click the **Create Subscription** button.

You are now subscribed to the district email news list. You may expect to receive occasional emailed updates on bond projects, school elections, and other district-wide information.

Now Subscribe to Your School List!

1. Click the link shown at right. The web page that appears allows you to...
 - Change your name
 - Unsubscribe from the district list.
 - Change your password.
 - Add or delete additional email addresses
 - Subscribe to more email lists for your school, club, or group.
2. To subscribe to more email lists, scroll to the bottom of the web page.
3. Click on the "Select a Building" menu and select your desired school.
4. Check the desired checkboxes.
5. Click the **Add Subscriptions** button.
6. Continue adding subscriptions as desired.
7. Return to home page and Click (Logout) at the top of the page when finished.

As you add subscriptions, a list builds at the bottom right of the page. You may click the (unsubscribe) link to remove that subscription.

Return Later to Make Changes!

1. Revisit <http://www.chippewavalleyschools.org/mailout/>
2. Fill in the bottom two blanks under **Login: Subscribers** and click the **Login** button.
3. Again, the web page appears allowing you to...
 - Change your name.
 - Unsubscribe from the district list.
 - Change your password.
 - Add or delete your email addresses.
 - Subscribe or unsubscribe to email lists for more grade levels, schools, clubs, or groups.

First Name * Last Name *
Address
Address 2
City State Zip
Phone Number
Email Address *
Password * Verify Password *
Create Subscription

MailOut enable members to re- electronically! computer, alien other news. To account here a following scree
Should you hav please e-mail

Chippewa Valley Schools - MailOut Administration
Email Opt-In Registration

Thank you for registering.
You are now subscribed to the district email news list.

While you are here, you may also do the following by visiting the

- Subscribe to more email lists for your individual school, c
- Add additional email addresses.
- Unsubscribe from any email list.
- Change your password.

Click here to change any of these options -OR- Return to the Chippewa Valley Schools home page

Click here to add subscriptions.

- Dakota High School, 12th ([unsubscribe](#))
- Cherokee Elementary, 5th ([unsubscribe](#))
- Dakota High School, 9th ([unsubscribe](#))

It's easy to unsubscribe!