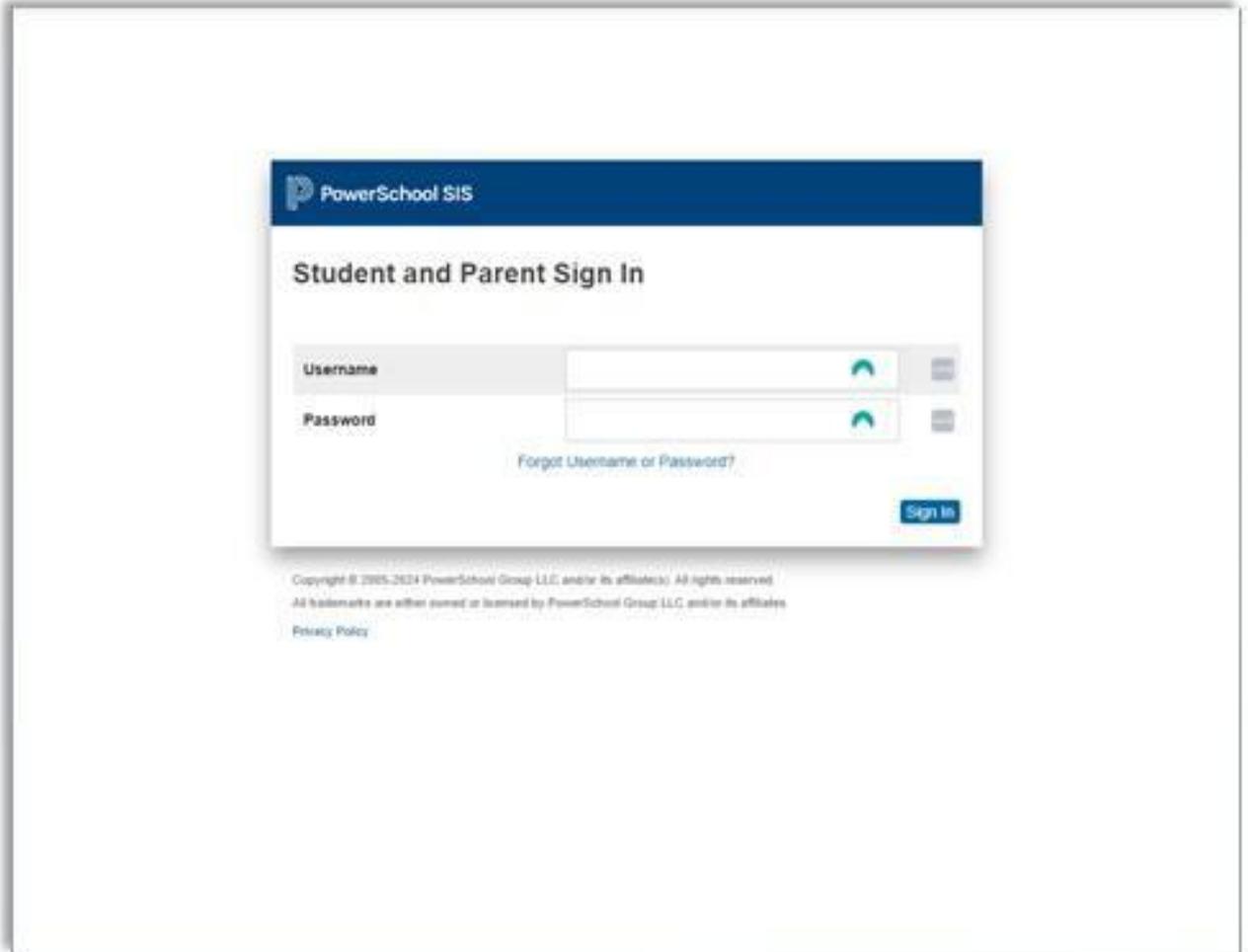
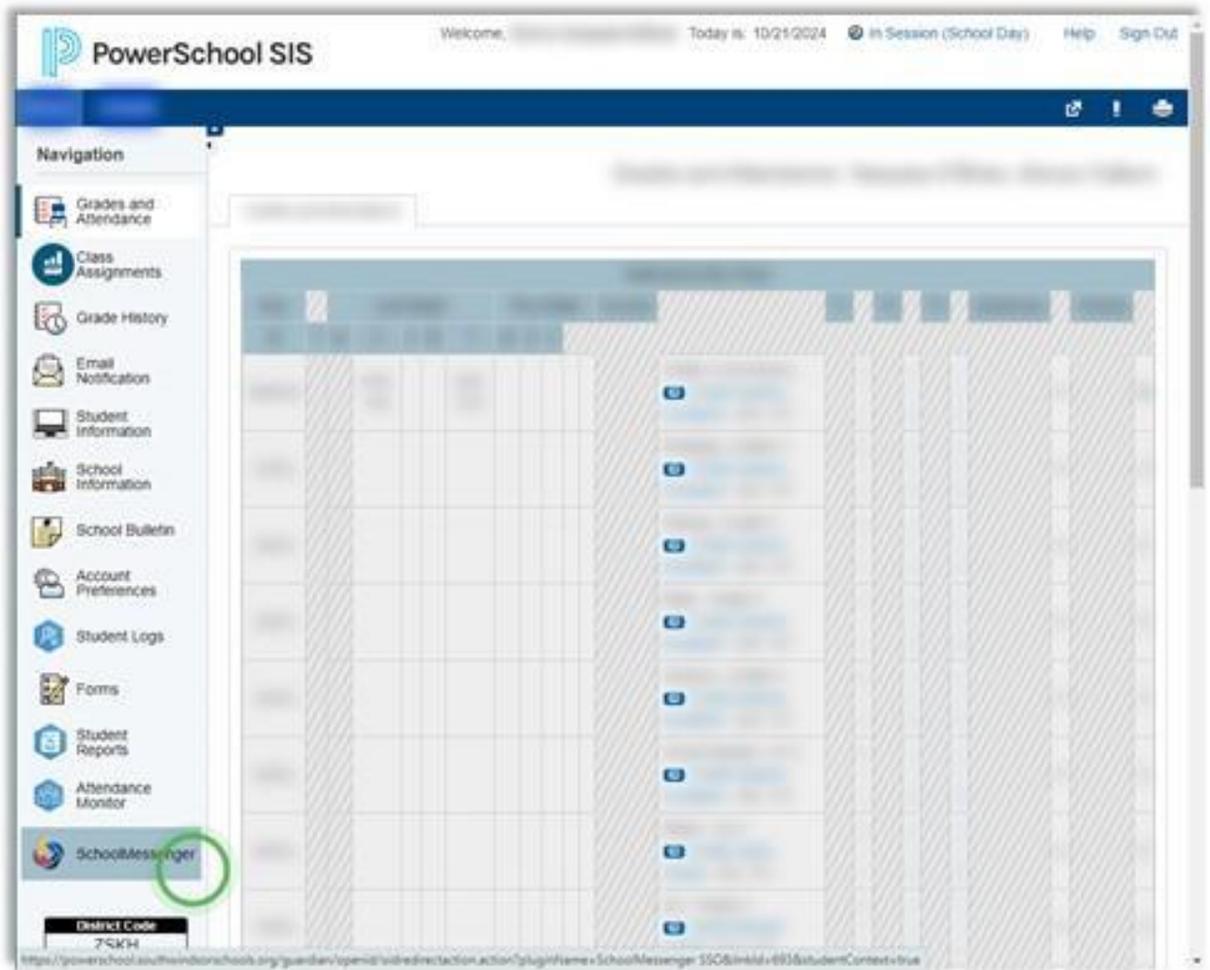


Below are the steps to follow if you are not receiving Weekly newsletter from the school parents/guardians information can be added/updated in School Messenger.

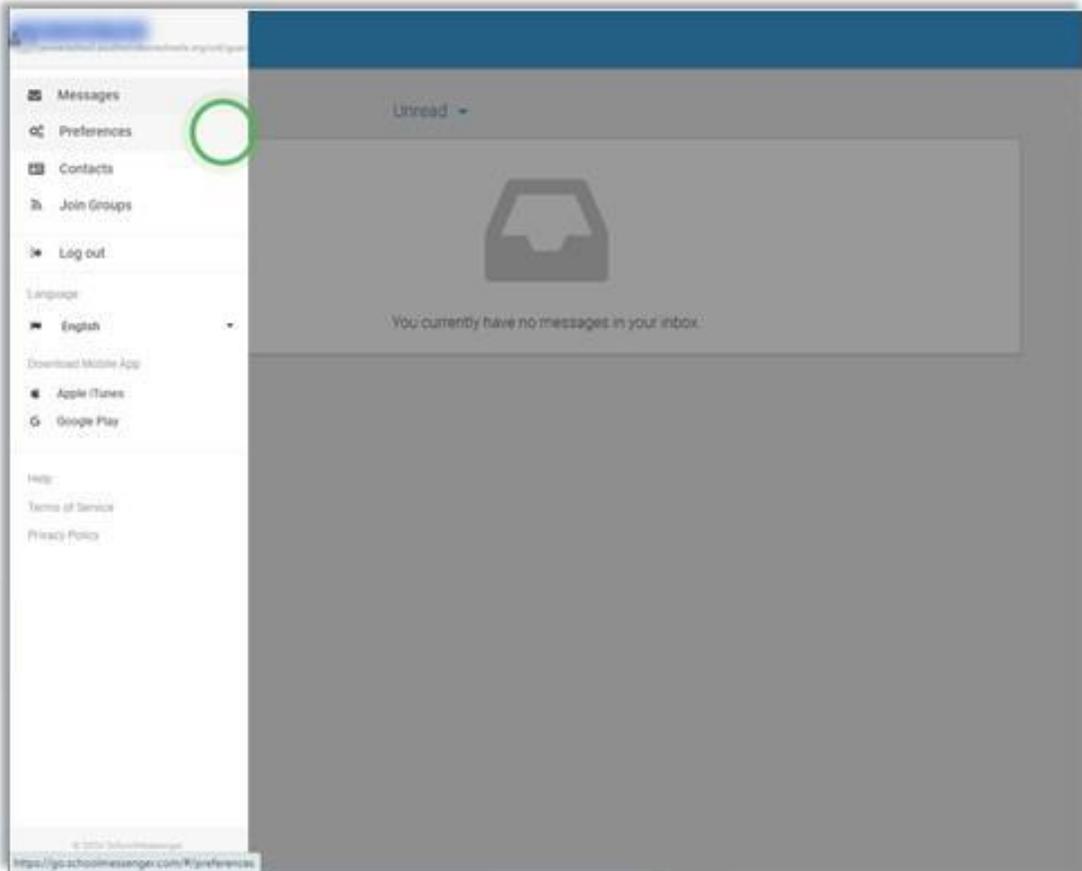
1. Log in to PowerSchool Parent Portal  
- <https://powerschool.southwindsorschools.org/guardian/home.html>



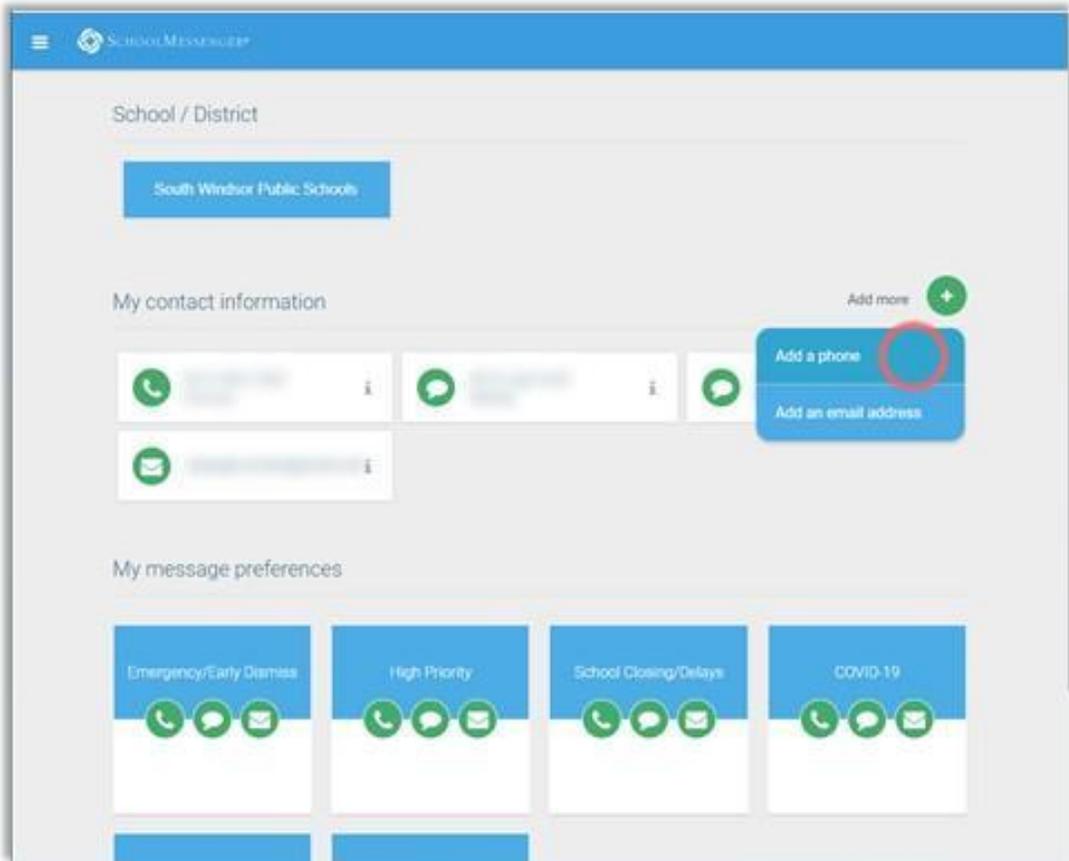
2. Click School Messenger from the Navigation menu to the left of the screen



3. Select **Preferences** from the hamburger menu at the top left-hand corner of the SchoolMessenger screen



4. You can **add a phone number** or an **email address** by clicking the *Add more +* button



5. Or you can **edit current contacts** by reviewing each of the message preferences at the lower part of the screen

