Emailing overdue notices to the Staff

If you generate Staff overdue notices separately, you can email them directly to the patron since his/her DOE email address will be in the email field. Choose Notices under Reports->Library Reports->Current Checkouts and Fines.

```
Format
- Report -- Output [PDF]
- Email to Homerooms
- Notices -- Language: [English]
```

The next screen allows you to determine which patrons you are generating overdue notices for. Then comes the option for how to distribute them. If your teachers have a secondary email they check more frequently, email me at LEllis3@schools.nyc.gov to upload them.

Choose email:

```
Distributed
- Internally
- Mailed
- Via email - Provide sender information
  Display name: DoNotReply_DestinySupport
  Email: DoNotReply_DestinySupport@?
```

Page layout: Print 1 notice per page