

Communications Homepage

Updated Jul 13, 2021

As of July 12, 2021, this "Learn Veracross" site has been deprecated. It will remain live at least through October 1, 2021, but will no longer be updated. All knowledge content has moved to the new [Veracross Community](#). Please update your bookmarks.

Here is the new version of this article in the [Veracross Community](#).

The screenshot shows a web browser window displaying the Veracross Communications homepage. The browser address bar shows the URL: https://axiom.veracross.com/vcdemo_client/#/homepage/communications. The page title is "Communications" and the user is logged in as "DEMO: CLIENT".

The main content area is titled "Start a New Email" and offers three options:

- Option 1 - Recipients from Query:** Includes a search bar with "VC Comm" and buttons for "Select Recipients: Parents", "Select Recipients: Students", "Select Recipients: Faculty & Staff", and "Select Recipients: All People".
- Option 2 - Recipients from Group:** Includes a search bar and buttons for "Select Recipient Group: All School", "Select Recipient Group: Parents", "Select Recipient Group: Students", "Select Recipient Group: Faculty & Staff", "Select Recipient Group: All Groups", and "Select Recipients: Advanced Report".
- Option 3 - Write Email:** Includes a search bar with "My Drafts (0)".

Below the "Start a New Email" section is a "Recently Sent" section with a table of "Recent Distribution List Emails".

Date Sent (Local)	From	Channel	Recipients	Subject
03/26/18 10:42:30	Test	General P...		Testing Communications
10/11/17 11:33:06	Sarah Green	Advisors		10 Ways to Be a Good Advisor
07/13/17 13:15:40	mallory.kidd@breuer.com	General P...		Middle School Counselor's Coffee
07/12/17 11:37:42	Sarah Green	<None Sp...		Algebra Lessons This Week
07/06/17 11:09:53	Sarah Green	<None Sp...		This Week's Lesson: Spanish Culture
09/14/23 15:06:01	Kelly Malik	<None Sp...		A loveley Post
09/06/23 12:52:08	janderson	General P...		Cool Email
09/01/23 14:53:09	Jason Schrock	<None Sp...	vcdemo3.g_testing_preferred_communication_method@n	test 2
09/01/23 13:47:26	Jason Schrock	<None Sp...	vcdemo3.g_testing_preferred_communication_method@n	test 2

At the bottom of the page is a "Channels" section with a "Channels List" table.

Channels List	Number of	Scheduled	Emails Sent in	Emails Sent in	Total Emails
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Category	Description	Drafts	Emails	last Week	last Month	Sent
Parents (10 records)						
Parents	General Parent Communication	10		2	2	3
Parents	Weekly Parent Newsletter	9	1			
Parents	Headmaster's Blog	6				
Parents	LS Director's Blog	1				
Parents	Middle School Parents	5				
Parents	Upper School Parents					
Parents	Upper School Daily Bulletin	3				
Parents	Student Spotlight	2				
Parents	Robotics Program	3				
Parents	Debate Program	3				
SUM		42	1	2	2	3
Admissions Candidates (4 records)						
Admissions Candidates	General Admissions	8				
Admissions Candidates	Counselor Communication					
Admissions Candidates	Automated Status Reminders					
Admissions Candidates	Decisions					
SUM		8				
Donors (8 records)						
Donors	Capital Solicitation	1				
Donors	Event Invitations	4				
Donors	Pledge Reminders					
Donors	Solicitor Communication					
Donors	Special Event Solicitation					
Donors	Annual Report					

45 records

Configuration

Channels	Themes	Emails
<ul style="list-style-type: none"> Channels List + Add Channel Channel Categories + Add Channel Category 	<ul style="list-style-type: none"> Composer Themes Preview Composer Themes + Add Composer Theme Shared Templates 	<ul style="list-style-type: none"> Find People Find Groups Used to find email lists Bounce/Spam List Statuses Recent System Emails Bounced Emails System Email Templates Email Whitelist Email Deliverability Dashboard -> Scheduled Emails All Scheduled

The Communications homepage provides a landing page to start new emails, view sent ones, and configure and manage channels and themes. It is divided into several sections:

Start a New Email: Start a new Composer email directly from the homepage [Read more about starting a new email.](#)

Recently Sent: See the last hundred emails sent in the last year. Tip: "Pop out" the query to view additional emails. [Read more about popping out queries.](#)

Channels: The heart of the homepage is the list of channels, subtitled by channel category. View an

overview of channel stats (drafts, scheduled emails, etc.) and click into a channel to view the detail screen. [Read more about channels](#).

Configuration: Manage channels and themes, and view email statistics.

- Channels: View and add channels and channel categories.
 - Themes: View, preview, and add themes and templates.
 - Emails: View sent bounced, system, recent, and scheduled emails, view/update the spam and bounce lists, and access the Email Deliverability Dashboard. [Read more about deliverability statuses and resolutions](#).
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