

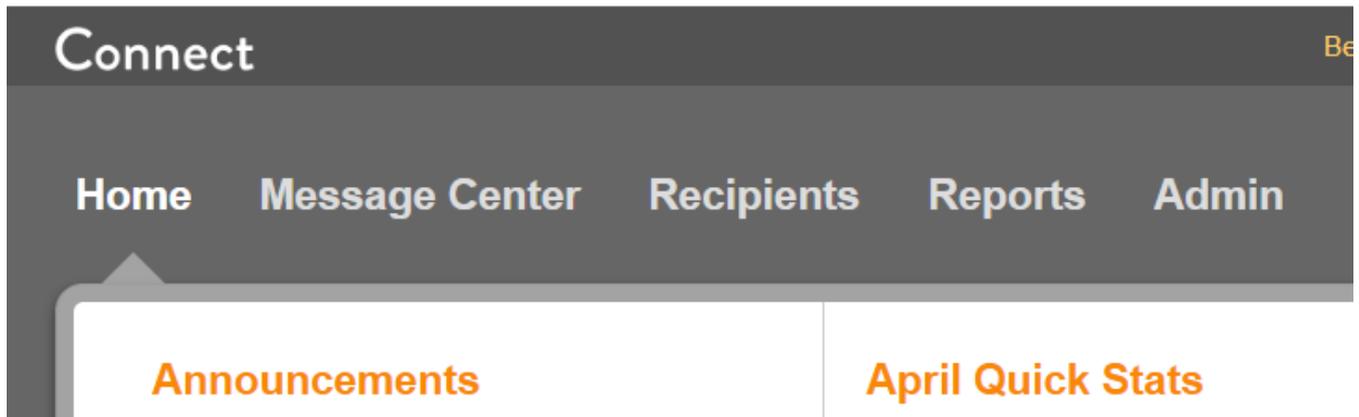
Check if someone opted out of getting phone calls from district

1225 April 5, 2024 [Phone/Voicemail](#) 555

go to Office 365 apps to login to BlackBoard Connect

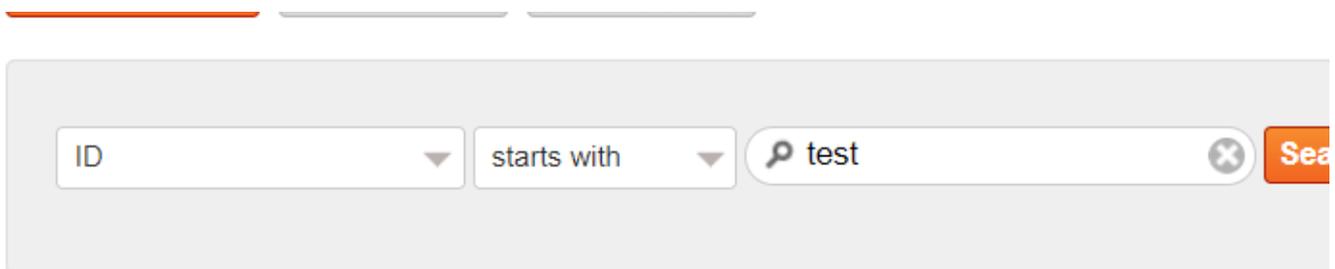
see <https://kb.lawrence.k12.ma.us/article.php?id=1126>

You will be at the BlackBoard Connect homepage



Click on Recipients

to search by Staff number or Staff number, change the search option from Name to ID, and enter the number



1 contact found. [Export Contacts](#)

	Name	Address	Site	Type
	STAFF, TEST	N/A	LAWRENCE SCHOOL DISTRICT	Staff

to search by phone number, pick Phone

to search by email address, Pick "E-MaI"

Click on the Edit icon for the contact entry

	Name ▲	Address	Site	Type	Primary Phone
↓	STAFF, TEST	N/A	LAWRENCE SCHOOL DISTRICT	Staff	TEST MODE ON  

page 1 of 1 

Click on the "Message History" button

Edit Contact

[Contact Info](#) [Message History](#)

Click the expand button on the last message sent to the contact

Message Title	Reached	Modes	Delivery Date ▼
↓ April 4 2-hour delay text to staff	No	Text	4 April 2024 5:39AM (ET)

It should list if the phone call, Text message, and/or email was not sent due to person request a opt-out from any new messages

Message Title	Reached	Modes	Delivery Date ▼
April 4 2-hour delay text to staff	No	Text	4 April 2024 5:39AM (ET)
LAWRENCE SCHOOL DISTRICT			
Text (English)			Attempts
Text	(1) ABCDEFHIJK	Text Opted-Out (AT&T)	4 April 2024 5:39AM (ET) 1

Online URL: <https://kb.lawrence.k12.ma.us/article.php?id=1225>