

Constant Contact

mdek12.org



MISSISSIPPI
DEPARTMENT OF
EDUCATION



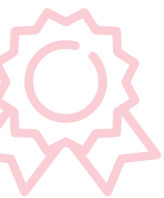
VISION

To create a world-class educational system that gives students the knowledge and skills to be successful in college and the workforce, and to flourish as parents and citizens



MISSION

To provide leadership through the development of policy and accountability systems so that all students are prepared to compete in the global community



1

ALL Students Proficient and Showing Growth in All Assessed Areas



2

EVERY Student Graduates from High School and is Ready for College and Career



3

EVERY Child Has Access to a High-Quality Early Childhood Program

EVERY School Has Effective Teachers and Leaders

4



EVERY Community Effectively Uses a World-Class Data System to Improve Student Outcomes

5



EVERY School and District is Rated “C” or Higher

6





COMPOSE email messages (campaigns)

EDIT OR ADD contacts to email lists

MANAGE email lists



Constant Contact



Bookmark this site!

[Constant Contact](#)





Log in

Don't have an account? [Sign up free.](#)

☐

Contact
mdenet@mdek12.org
if you need an account.



[Give feedback](#) [LOGG](#) OTSS - MSIS Blast [?](#)

[Create](#)

Dashboard

Campaigns

Contacts

Channels

Emails

Social

SMS

Events

Landing pages

Sign-up forms

Audience

Assets

Reporting

Automations

Integrations

Welcome, Melissa!

Complete profile

Recommended for you

Skip



Accounting made easy
Try Xero FREE for 6 months

+ Sign up

Performance (Past 30 days)

See more insights

Revenue generated
\$0

Email click rate
2%

Total contacts
2,635

+ Add

Contact growth
15

↑ 1%

Recent campaigns

View all

View calendar

Accreditation Edits

Published on Oct 24, 2025 at 9:13 AM CDT

Sent Email



2267
Sent

3%
Click rate

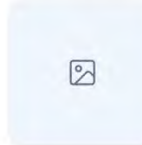
51%
Open rate

201
Bounced

Cohort MI Bug Fix

Published on Oct 22, 2025 at 1:07 PM CDT

Sent Email



2268
Sent

1%
Click rate

53%
Open rate

196
Bounced

October Reminders & Bug Fixes

Published on Oct 21, 2025 at 11:54 AM CDT

Sent Email



2270
Sent

3%
Click rate

55%
Open rate

183
Bounced

MISSISSIPPI
DEPARTMENT OF
EDUCATION

Send an Email (Campaign)



Review Previous Email campaigns



1

Create

Dashboard

Campaigns

Contacts

Channels

Emails

Social

SMS

Events

Landing pages

Sign-up forms

Audience

Assets

Reporting

Automations

Integrations

OTSS - MSIS Blast

?

Campaigns

Single-channel Multi-channel New Calendar view

Campaigns Status Last modified Folders

Search campaigns

Accreditation Edits

Sent Email • Sent yesterday at 9:13am CDT

2,267 sends • 1,060 (51%) opens • 54 (3%) clicks • 201 (9%) bounces • 0 (0%) unsubscribes

Copy

Cohort MI Bug Fix

Sent Email • Sent Wed at 1:07pm CDT

2,268 sends • 1,100 (53%) opens • 15 (1%) clicks • 196 (9%) bounces • 1 (1%) unsubscribe

Copy

October Reminders & Bug Fixes

Sent Email • Sent Oct 21, 2025 at 11:54am CDT

2,270 sends • 1,143 (55%) opens • 72 (3%) clicks • 183 (8%) bounces • 0 (0%) unsubscribes

Copy

Month 1 Certification - Overdue

Sent Email • Sent Oct 13, 2025 at 8:50am CDT

2,266 sends • 1,240 (60%) opens • 17 (1%) clicks • 202 (9%) bounces • 0 (0%) unsubscribes

Copy

 OTSS - MSIS Blast 

Create

Dashboard

Campaigns

Contacts

Channels

Emails

Social

SMS

Events

Landing pages

Sign-up forms

Audience

Assets

Reporting

Automations

Integrations

Campaigns

Single-channel Multi-channel New Calendar view

Campaigns Status Last modified Folders

Search campaigns

☐		Accreditation Edits Sent Email • Sent yesterday at 9:13am CDT 2,267 sends • 1,060 (51%) opens • 54 (3%) clicks • 201 (9%) bounces • 0 (0%) unsubscribes	Copy	...
☐		Cohort MI Bug Fix Sent Email • Sent Wed at 1:07pm CDT 2,268 sends • 1,100 (53%) opens • 15 (1%) clicks • 196 (9%) bounces • 1 (1%) unsubscribe	Copy	...
☐		October Reminders & Bug Fixes Sent Email • Sent Oct 21, 2025 at 11:54am CDT 2,270 sends • 1,143 (55%) opens • 72 (3%) clicks • 183 (8%) bounces • 0 (0%) unsubscribes	Copy	...
☐		Month 1 Certification - Overdue Sent Email • Sent Oct 13, 2025 at 8:50am CDT 2,266 sends • 1,240 (60%) opens • 17 (1%) clicks • 202 (9%) bounces • 0 (0%) unsubscribes	Copy	...

Campaigns

Single-channel Multi-channel New Calendar view

Campaigns Status Last modified Folders

Search campaigns

Accreditation Edits
Sent Email • Sent yesterday at 9:13am CDT
2,267 sends • 1,060 (51%) opens • 54 (3%) clicks • 201 (9%) bounces • 0 (0%) unsubscribes

Cohort MI Bug Fix
Sent Email • Sent Wed at 1:07pm CDT
2,268 sends • 1,100 (53%) opens • 15 (1%) clicks • 196 (9%) bounces • 1 (1%) unsubscribe

October Reminders & Bug Fixes
Sent Email • Sent Oct 21, 2025 at 11:54am CDT
2,270 sends • 1,143 (55%) opens • 72 (3%) clicks • 183 (8%) bounces • 0 (0%) unsubscribes

Month 1 Certification - Overdue
Sent Email • Sent Oct 13, 2025 at 8:50am CDT
2,266 sends • 1,240 (60%) opens • 17 (1%) clicks • 202 (9%) bounces • 0 (0%) unsubscribes

List view of previous emails.



Unsent emails will be listed as “Draft”

Click “Edit” to resume editing email

The screenshot displays a list of email campaigns. The first campaign, titled "Accreditation Edits - test", is in a "Draft" status, indicated by a dark button with the word "Draft" in white. To its right is an "Email" icon and the text "Created yesterday at 10:45pm CDT". A red box highlights the "Draft" button, and a line connects it to the text box above. To the right of the campaign title is a blue "Edit" button, also highlighted with a red box and connected to the text box above. The second campaign, titled "Accreditation Edits", is in a "Sent" status, indicated by a green button with the word "Sent" in white. Below the title, it shows "Sent Fri at 9:13am CDT" and performance metrics: "2,267 sends • 1,070 (52%) opens • 55 (3%) clicks • 201 (9%) bounces • 0 (0%) unsubscribes". A red box highlights the "Sent" button, and a line connects it to the text box below. To the right of the campaign title is a blue "Copy" button, also highlighted with a red box and connected to the text box below.

Accreditation Edits - test

Draft Email • Created yesterday at 10:45pm CDT

Accreditation Edits

Sent Email • Sent Fri at 9:13am CDT

2,267 sends • 1,070 (52%) opens • 55 (3%) clicks • 201 (9%) bounces • 0 (0%) unsubscribes

Edit

Copy

Sent emails will be listed as “Sent”

Click “Copy” to copy the email to a new campaign



OTSS - MSIS Blast



Create

Dashboard

Campaigns

Contacts

Channels

Emails

Social

SMS

Events

Landing pages

Sign-up forms

Audience

Assets

Reporting

Automations

Integrations

Campaigns

Single-channel Multi-channel New Calendar view

Multi-channel cam... Campaigns Status

Today < > October 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30 Sent VOH Reminder	Oct 1 Sent Data Refresh Issues (10/1) Sent Data is now refreshed!	2 Sent Data Refresh Issues (10/2) Sent Data is now refreshed!! Sent Data is now refreshed!.../2)	3 Sent MSIS Releases: New F... ort	4
5	6	7 Sent VOH Reminder 10/07	8 Sent MSIS: Graduation Op... har	9	10 Sent Month 1 Certification Sent MSIS: National Board ...als	11
12	13 Sent Month 1 Certification... due	14	15	16	17	18



The screenshot shows a web application interface for managing campaigns. On the left is a sidebar with navigation links: Dashboard, Campaigns (selected), Contacts, Channels, Emails, Social, and SMS. The main area is titled 'Campaigns' and includes tabs for 'Single-channel', 'Multi-channel', 'New', and 'Calendar view' (which is active). Below the tabs are filters for 'Multi-channel cam...', 'Campaigns', and 'Status'. On the right, there are buttons for 'Settings' and 'Create placeholder', along with a date selector showing 'October 2025'. The calendar itself displays a grid of dates from Sunday to Saturday. Emails are represented as green boxes with a 'Sent' icon and text. A red box highlights the calendar grid, and a callout points to it with the text 'Calendar view of previous emails.'

Calendar view of previous emails.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30 Sent VOH Reminder	Oct 1 Sent Data Refresh Issues (10/1) Sent Data is now refreshed!	2 Sent Data Refresh Issues (10/2) Sent Data is now refreshed!! Sent Data is now refreshed!.../2)	3 Sent MSIS Releases: New F... ort	4
5	6	7 Sent VOH Reminder 10/07	8 Sent MSIS: Graduation Op... nar	9	10 Sent Month 1 Certification Sent MSIS: National Board ...als	11
12	13 Sent Month 1 Certification... due	14	15	16	17	18



Campaigns

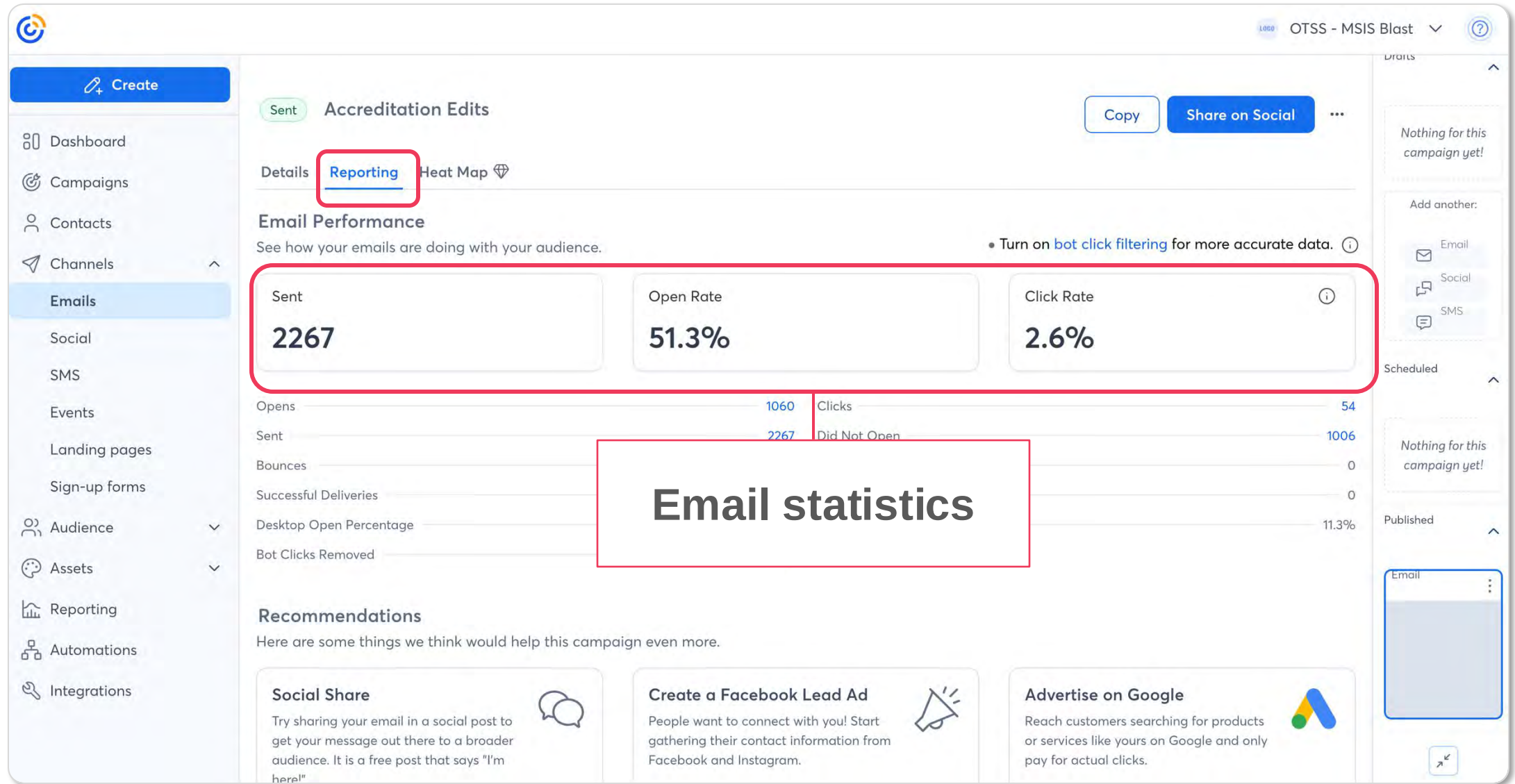
Single-channel Multi-channel New Calendar view

Campaigns Status Last modified

Search campaigns

☐		Accreditation Edits Sent yesterday 2,267 sends • 1,060 (51%) opens • 54 (3%) clicks	Copy	...
☐		Cohort MI Bug Fix Sent Wed at 1:07pm CDT 2,268 sends • 1,100 (53%) opens • 15 (1%) clicks • 196 (9%) bounces • 1 (1%) unsubscribe	Copy	...
☐		October Reminders & Bug Fixes Sent Oct 21, 2025 at 11:54am CDT 2,270 sends • 1,143 (55%) opens • 72 (3%) clicks • 183 (8%) bounces • 0 (0%) unsubscribes	Copy	...
☐		Month 1 Certification - Overdue Sent Oct 13, 2025 at 8:50am CDT 2,266 sends • 1,240 (60%) opens • 17 (1%) clicks • 202 (9%) bounces • 0 (0%) unsubscribes	Copy	...





The screenshot displays the MSIS Blast interface. On the left is a sidebar with navigation options: Dashboard, Campaigns, Contacts, Channels, Emails (selected), Social, SMS, Events, Landing pages, Sign-up forms, Audience, Assets, Reporting, Automations, and Integrations. The main content area is titled 'Accreditation Edits' and includes tabs for 'Details' (selected), 'Reporting', and 'Heat Map'. A red box highlights the 'Details' tab and the email details table. The table lists the following information:

Subject	Accreditation Dashboard - Now Available for 25-26!
From name	MSIS Team
Sent	October 24th 2025 at 9:13 am CDT
From Address	msis2@mdek12.org
Reply to address	msis2@mdek12.org
Lists	MSIS Blast
Email link	https://conta.cc/4qvRYQ6

Below the table is a 'Preview' button and a thumbnail of the email content. To the right of the table, a red box contains the text 'Email details'. At the top right of the main area are buttons for 'Copy' and 'Share on Social'. The bottom section features a promotional banner for 'Summarize and share' with the text 'Transform your email into engaging social posts!' and a 'New' tag. It includes a 'Write with AI' button and a 'Summarizing email' button. The right sidebar shows sections for 'Drafts', 'Scheduled', and 'Published', each with a 'Nothing for this campaign yet!' message. The 'Published' section shows an 'Email' entry.

The screenshot displays the MSIS Blast interface. On the left is a sidebar with navigation options: Dashboard, Campaigns, Contacts, Channels, Emails (highlighted), Social, SMS, Events, Landing pages, Sign-up forms, Audience, Assets, Reporting, Automations, and Integrations. The main content area is titled "Accreditation Edits" and includes tabs for "Details" (selected), "Reporting", and "Heat Map". A "Preview" button is visible below the email details. The email details table shows:

Subject	Accreditation Dashboard - Now Available for 25-26!
From name	MSIS Team
Sent	October 24th 2025 at 9:13 am CDT
From Address	msis2@mdek12.org
Reply to address	msis2@mdek12.org
List	MSIS Blast
Email link	https://conta.cc/4qvRYQ6

A red box highlights the "Email link" field, with a callout box containing the text "Web link to email". At the top right of the main area are buttons for "Copy" and "Share on Social". The right sidebar shows sections for "Drafts", "Scheduled", and "Published", each with a "Nothing for this campaign yet!" message. At the bottom, there is a promotional banner for "Summarize and share" with a "New" tag, featuring the text "Transform your email into engaging social posts!" and a "Write with AI" button.

Web link to email

SHARE:  

[Join Our Email List](#)



Good morning, MSIS friends,

The Accreditation Dashboard is now displaying Accreditation edits for the 2025-2026 school year!

Users with Accreditation permission can access the Accreditation Dashboard by navigating to Data Submission > Accreditation. If your district has edits, they will populate under the appropriate LEA, Personnel, or School bubble. To view all Accreditation checks, including new checks for this school year, please review the [Accreditation](#) resource on the [MSIS Resources webpage](#) (Data Quality Dashboard collapsible menu > Accreditation).

Districts should work to resolve any edits that can be cleared before certifying Personnel Data (December 1-10).

As always, reach out to us if you need support! Email msis2@mdek12.org with general questions or mdeapps@mdek12.org for technical assistance.

Happy Friday!
~The MSIS Team



[View as Webpage](#)



Send a New Email Campaign



1

Create

Dashboard

Campaigns

Contacts

Channels

Emails

Social

SMS

Events

Landing pages

Sign-up forms

Audience

Assets

Reporting

Automations

Integrations

OTSS - MSIS Blast

?

Campaigns

Single-channel Multi-channel New Calendar view

Campaigns Status Last modified Folders

Search campaigns

Accreditation Edits

Sent Email • Sent yesterday at 9:13am CDT

2,267 sends • 1,060 (51%) opens • 54 (3%) clicks • 201 (9%) bounces • 0 (0%) unsubscribes

Copy

Cohort MI Bug Fix

Sent Email • Sent Wed at 1:07pm CDT

2,268 sends • 1,100 (53%) opens • 15 (1%) clicks • 196 (9%) bounces • 1 (1%) unsubscribe

Copy

October Reminders & Bug Fixes

Sent Email • Sent Oct 21, 2025 at 11:54am CDT

2,270 sends • 1,143 (55%) opens • 72 (3%) clicks • 183 (8%) bounces • 0 (0%) unsubscribes

Copy

Month 1 Certification - Overdue

Sent Email • Sent Oct 13, 2025 at 8:50am CDT

2,266 sends • 1,240 (60%) opens • 17 (1%) clicks • 202 (9%) bounces • 0 (0%) unsubscribes

Copy

MISSISSIPPI
DEPARTMENT OF
EDUCATION



OTSS - MSIS Blast

Create

Dashboard

Campaigns

Contacts

Channels

Emails

Social

SMS

Events

Landing pages

Sign-up forms

Audience

Assets

Reporting

Automations

Integrations

Campaigns

Single-channel Multi-channel New Calendar view

Campaigns Status Last modified Folders

Search campaigns

☐



Accreditation Edits
Sent Email • Sent yesterday at 9:13am CDT
2,267 sends • 1,060 (51%) opens • 54 (3%) clicks • 201 (9%) bounces • 0 (0%) unsubscribes

Copy

☐



Cohort MI Bug Fix
Sent Email • Sent Wed at 1:07pm CDT
2,268 sends • 1,100 (53%) opens • 15 (1%) clicks • 196 (9%) bounces • 1 (1%) unsubscribe

Copy

☐



October Reminders & Bug Fixes
Sent Email • Sent Oct 21, 2025 at 11:54am CDT
2,270 sends • 1,143 (55%) opens • 72 (3%) clicks • 183 (8%) bounces • 0 (0%) unsubscribes

Copy

☐



Month 1 Certification - Overdue
Sent Email • Sent Oct 13, 2025 at 8:50am CDT
2,266 sends • 1,240 (60%) opens • 17 (1%) clicks • 202 (9%) bounces • 0 (0%) unsubscribes

Copy

MISSISSIPPI
DEPARTMENT OF
EDUCATION



Create

Dashboard

Campaigns

Contacts

Channels

Emails

Social

SMS

Events

Landing pages

Sign-up forms

Audience

Assets

Reporting

Automations

Integrations

OTSS - MSIS Blast

?

Campaigns

Settings

Create a campaign

Single-channel Multi-channel New Calendar

Campaigns

Status

Last modified

Accreditation Edits

Sent Email • Sent yes

2,267 sends • 1,060 (51%) opens

Cohort MI Bug Fix

Sent Email • Sent We

2,268 sends • 1,100 (53%) opens

October Reminders & E

Sent Email • Sent Oc

2,270 sends • 1,143 (55%) opens

Month 1 Certification -

Sent Email • Sent Oct 13, 2025 at 8:50am CDT

2,266 sends • 1,240 (60%) opens • 17 (1%) clicks • 202 (9%) bounces • 0 (0%) unsubscribes

Choose a campaign

Email

Reach out to contacts with professionally-designed emails.

Build me a marketing plan New

Reach more people across email, social, SMS, and more.

SMS New

Stay in touch through text messaging.

Events

Our simplified and flexible event tool featuring new payment options.

Social posts & monitoring

Post to your social media profiles, and see who's engaging with your content.

Sign-up forms

Grow your list with standalone or website forms.

Automations New

Save time and keep your contacts engaged, automatically.

Landing pages

Pages to host sign-up forms, promotions, or videos.

Survey pages

Get fast feedback from your customers.

Ads

Advertise on Facebook and Instagram.

Create

- Dashboard
- Campaigns
- Contacts
- Channels
 - Emails
 - Social
 - SMS
 - Events
 - Landing pages
 - Sign-up forms
- Audience
- Assets**
- Reporting
- Automations
- Integrations

Choose a template

Search All templates Branded Industry Featured Saved

Start from blank

Convert from PDF

Build with HTML

Saved

MDE MASTER TEM... ...

Personalize your templates

OTSS - MSIS Blast

My brand

Get started

< > View all

< > View all

The screenshot displays the OTSS - MSIS Blast interface. On the left, a sidebar contains navigation links: Dashboard, Campaigns, Contacts, Channels (with a sub-menu for Emails, Social, SMS, Events, Landing pages, and Sign-up forms), Audience, Assets (highlighted), Reporting, Automations, and Integrations. The main content area is titled 'Choose a template' and features a search bar and filter tabs: All templates (selected), Branded, Industry, Featured, and Saved. Below these are three template options: 'Start from blank', 'Convert from PDF', and 'Build with HTML'. A 'My brand' section with a 'Get started' button and a palette icon is on the right. The 'Saved' section shows a template preview with a 'Select' button (circled in red with a '5') and a 'Preview' button. The template is labeled 'MDE MASTER TEM...'. Navigation arrows and a 'View all' button are present at the bottom right of the 'Saved' section.

OTSS - MSIS Blast

Create

Dashboard

Campaigns

Contacts

Channels

Emails

Social

SMS

Events

Landing pages

Sign-up forms

Audience

Assets

Reporting

Automations

Integrations

Choose a template

All templates Branded Industry Featured Saved

Start from blank

Convert from PDF

Build with HTML

My brand

Get started

Saved

Select

Preview

MDE MASTER TEM...

Personalize your templates

**TIP**

Work from the top down!

Untitled Campaign Created 2025/10/25, 7:39:54 PM

OTSS - MSIS Blast

Build Images Design

Blocks

- Text
- Image
- Button
- Divider
- Spacer
- Social share
- Social follow
- Video
- Read more

OTSS - MSIS Blast Enter text - Enter text

MISSISSIPPI DEPARTMENT OF EDUCATION

View as Webpage

OTSS - MSIS Blast | 359 North West Street | Jackson, MS 39201 US

[Unsubscribe](#) | [Update Profile](#) | [Constant Contact Data Notice](#)

Channel manager

+ Add more

Email settings

Drafts

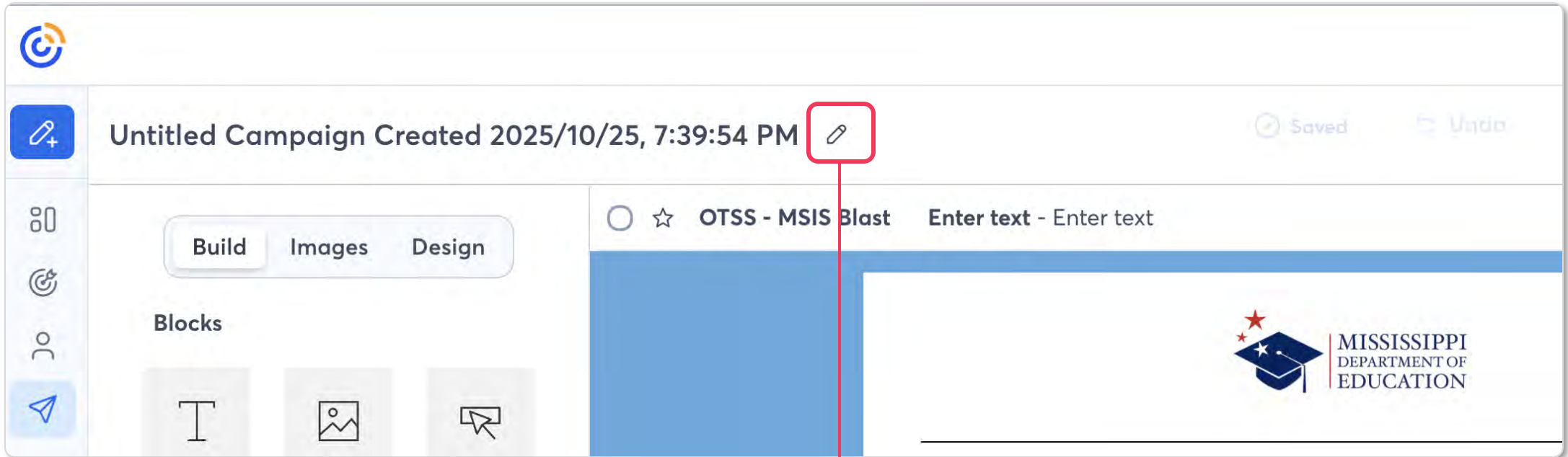
Email

Add another:

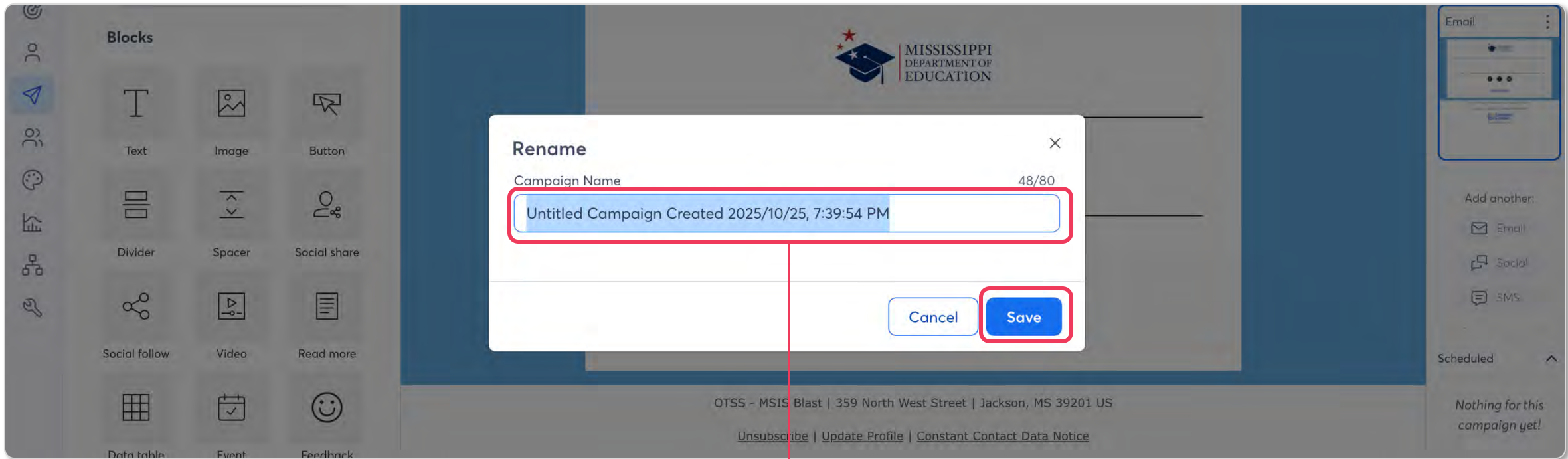
- Email
- Social
- SMS

Scheduled

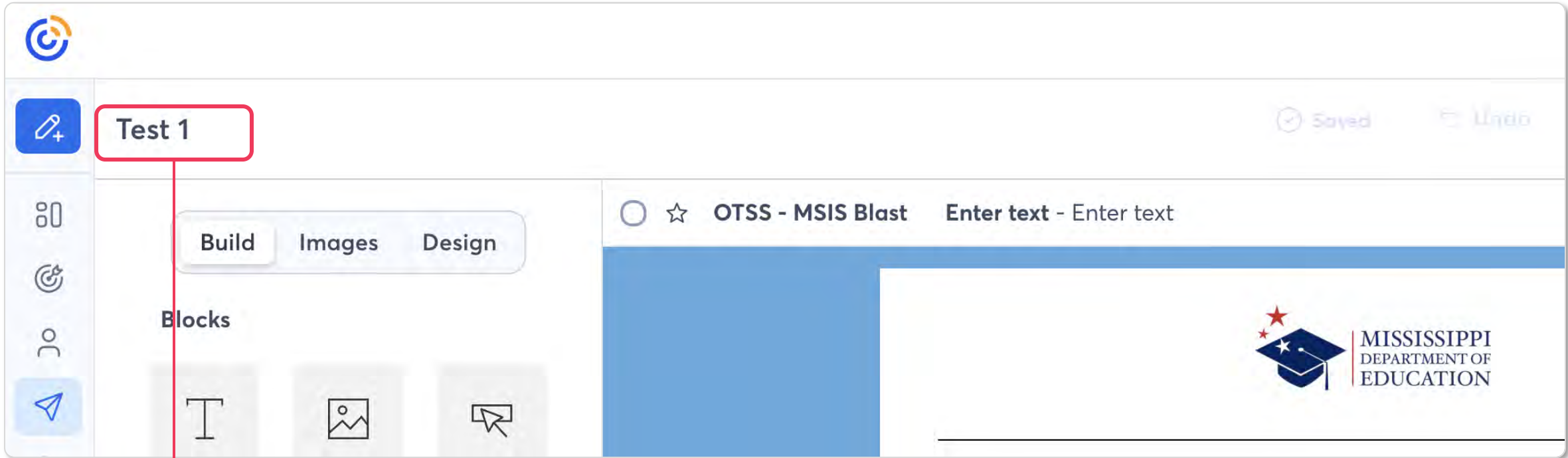
Nothing for this campaign yet!



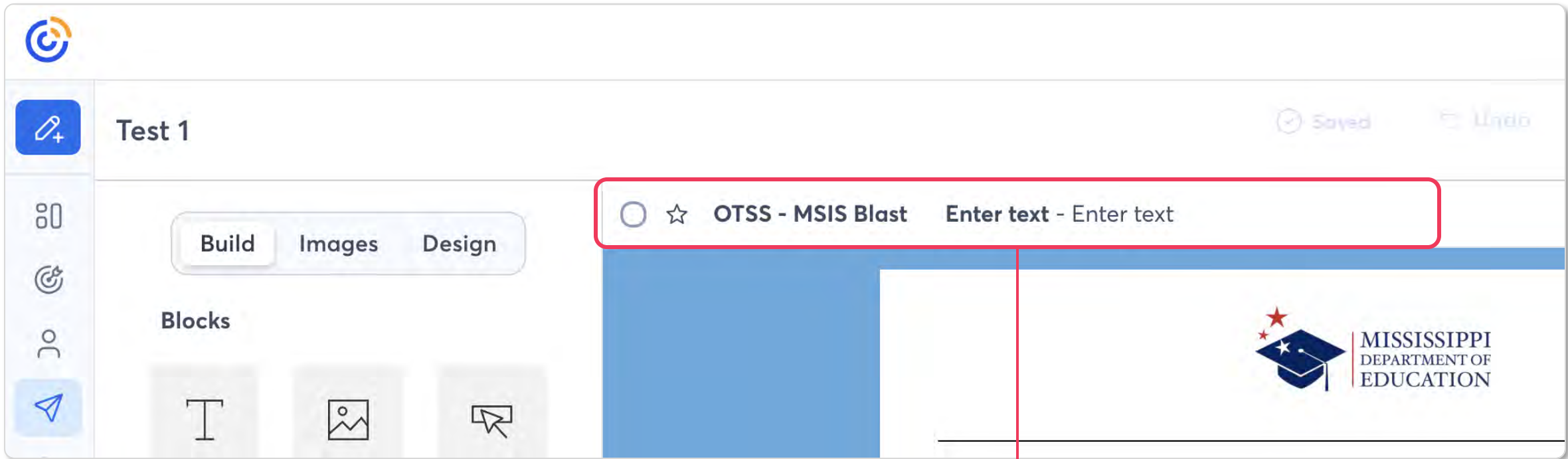
Name the campaign
(Must be a unique name)



Campaign Name: Not visible to recipients
Describe the contents of the email



Edited Campaign Name



Click on “Enter text” to edit the subject line and other send details

Email Settings ×

☐ ☒ **OTSS - MSIS Blast** Enter text - Enter text

☐ ☒ Jack's Backyard B... Jack's Annual Cooking Class - You don't want to miss this!

Subject (Required)
Engage your contacts at first sight. See some [recommended subject lines](#)

Enter text 😊 Personalize

Preheader
Think of it as a subtitle for your subject line. View some [recommended preheaders](#)

Enter text

From Name (Required)
OTSS - MSIS Blast

From address (Required)
msis2@mdek12.org ▼

Reply-to address (Required)
msis2@mdek12.org ▼

Enter email subject line

Cancel Save



Email Settings ×

☐ ☆ OTSS - MSIS Blast Enter text - Enter text

Subject (Required)
Engage your contacts at first sight. See some [recommended subject lines](#)

Enter text 😊 Personalize

Preheader
Think of it as a subtitle for your subject line. View some [recommended preheaders](#)

Enter text

From Name (Required)
OTSS - MSIS Blast

From address (Required)
msis2@mdek12.org ▼

Reply-to address (Required)
msis2@mdek12.org ▼

Optional: Enter preheader text

Cancel Save



Email Settings

☐ ☒ **OTSS - MSIS Blast** Enter text - Enter text

Subject (Required)
Engage your contacts at first sight. See some [recommended subject lines](#)

Enter text 😊 Personalize

Preheader
Think of it as a subtitle for your subject line. View some [recommended preheaders](#)

Enter text

From Name (Required)
OTSS - MSIS Blast

From address (Required)
msis2@mdek12.org ▼

Reply-to address (Required)
msis2@mdek12.org ▼

Check sender email address

****Verify this information with your Director/Chief****

Cancel Save



Email Settings ×

☐ ☒ **OTSS - MSIS Blast** Enter text - Enter text

Subject (Required)
Engage your contacts at first sight. See some [recommended subject lines](#)

Enter text 😊 Personalize

Preheader
Think of it as a subtitle for your subject line. View some [recommended preheaders](#)

Enter text

From Name (Required)
OTSS - MSIS Blast

From address (Required)
msis2@mdek12.org ▼

Reply-to address (Required)
msis2@mdek12.org ▼

Check reply to email address

Cancel Save



OTSS - MSIS Blast

✕

Half Moon Yoga

Take half off your first class - Get ready for spring!

OTSS - MSIS Blast

Enter text - Enter text

Jack's Backyard B...

Jack's Annual Cooking Class - You don't want to miss this!

Subject (Required)
Engage your contacts at first sight. See some [recommended subject lines](#)

Enter text

😊 Personalize

Preheader
Think of it as a subtitle for your subject line. View some [recommended preheaders](#)

Enter text

From Name (Required)
OTSS - MSIS Blast

From address (Required)
msis2@mdek12.org ▼

Reply-to address (Required)
msis2@mdek12.org ▼

Cancel

Save

Test 1

Build

Blocks

Text

Divider

Social follow

Data table

RSVP

Layouts

Channel manage

+ Add more

Drafts

Email

Add another:

Email

Social

SMS

Scheduled

Nothing for this campaign yet!

Published

Nothing for this campaign yet!

MISSISSIPPI
DEPARTMENT OF
EDUCATION

The screenshot displays the Constant Contact email editor. At the top, the header bar shows the campaign name 'OTSS - MSIS Blast' and a 'Continue' button. Below the header, a red box highlights the subject line 'OTSS - MSIS Blast Important Reminders - Please read carefully!'. The main content area features a large white box with the text 'Edited send information' and a 'View as Webpage' button. The footer contains the address 'OTSS - MSIS Blast | 359 North West Street | Jackson, MS 39201 US', links for 'Unsubscribe', 'Update Profile', and 'Constant Contact Data Notice', and the Constant Contact logo with the tagline 'Try email marketing for free today!'. The left sidebar includes a 'Build' tab and a 'Blocks' section with various email elements like Text, Image, Divider, Spacer, Social share, Social follow, Video, Read more, Data table, Event, Feedback, RSVP, and Product. The right sidebar shows a 'Channel manager' section with an 'Add more' button and a 'Drafts' section with an 'Email' button.

OTSS - MSIS Blast

You have unsaved changes Save Undo Preview & Test Continue

Test 1

Build Images Design

Blocks

Text Image Button

Divider Spacer Social share

Social follow Video Read more

Data table Event Feedback

RSVP Product

Layouts

OTSS - MSIS Blast Important Reminders - Please read carefully!

Edited send information

View as Webpage

OTSS - MSIS Blast | 359 North West Street | Jackson, MS 39201 US

[Unsubscribe](#) | [Update Profile](#) | [Constant Contact Data Notice](#)

Constant Contact

Try email marketing for free today!

Channel manager

+ Add more

Drafts

Email

Add another:

Email Social SMS

Scheduled

Nothing for this campaign yet!

Published

Nothing for this campaign yet!







Compose the Email



The screenshot displays the Constant Contact email editor. On the left is a sidebar with a 'Test 1' tab and a 'Build' section containing various blocks like Text, Image, Button, Divider, Spacer, Social share, Social follow, Video, Read more, Data table, Event, Feedback, RSVP, and Product. The main workspace shows a draft email titled 'OTSS - MSIS Blast' with the subject 'Important Reminders - Please read carefully!'. The email body features the Mississippi Department of Education logo, a red-bordered text box, social media icons for Facebook, X, and YouTube, and a 'View as Webpage' button. A red box highlights the text box area, with a red line pointing to a large white box at the bottom containing the text 'Click in the body of the email'. The right sidebar shows 'Channel manager' options, 'Drafts', 'Add another' (Email, Social, SMS), 'Scheduled', and 'Published' sections.

OTSS - MSIS Blast

Important Reminders - Please read carefully!

MISSISSIPPI DEPARTMENT OF EDUCATION

Block | Text

Row

View as Webpage

OTSS - MSIS Blast | 359 North West Street | Jackson, MS 39201 US

[Unsubscribe](#) | [Update Profile](#) | [Constant Contact Data Notice](#)

Constant Contact

Try email marketing for free today!

Click in the body of the email

Test 1

Last saved 10/25/25 7:44:24 | Saved | Undo | Preview & Test | Continue

Text block

Top: - 10 +
Bottom: - 10 +
Left: - 40 +
Right: - 40 +

Margin

Add space between the outside of the border and your text block.

☐ Apply to all sides

Top: - 0 +
Bottom: - 0 +
Left: - 0 +
Right: - 0 +

OTSS - MSIS Blast Important Reminders - Please read carefully!

Email settings

Section

Block | Text

This is H1
This is H2
This is H3
This is paragraph text. Font should be Arial, 14px.

Channel manager

+ Add more

Drafts

Email

Add another:

Email
Social
SMS

Scheduled

Nothing for this campaign yet!

Begin typing desired text

OR, paste text from Word:

- Windows: Ctrl + Shift + V
- Mac: Option + Cmd + Shift + V



TIP

Pasting text into an email template

If you need to paste text from another program, such as Microsoft Word, you will need to paste it without any formatting (font, size, color, etc.). To do this, use the following keyboard shortcut:

- Windows: Ctrl + Shift + V
- Mac: Option + Cmd + Shift + V

This will make editing the text in Constant Contact much easier, as formatting from other programs can compete with your intended styles. It can also cause the email to not display properly for your recipients.





This is H1

This is H2

This is H3

This is paragraph text. Font should be Arial, 14px.

Email signatures can be copied and pasted directly into the body of the message. No need to copy the logo and social media icons as they are already present in the message.

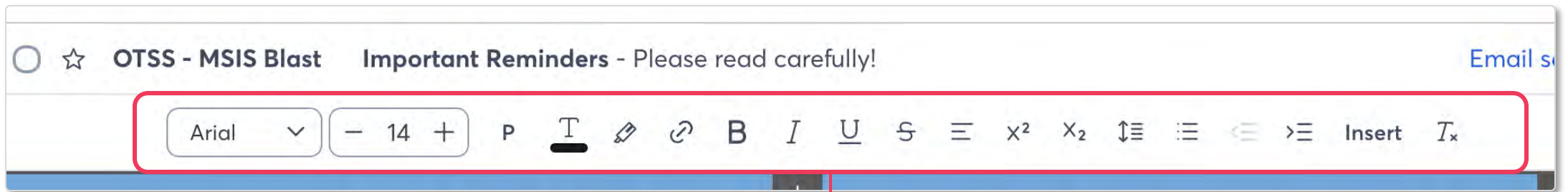
MELISSA BANKS, Director of Data Use and Professional Learning
Office of Technology and Strategic Services
601-359-3487 | mdek12.org

OR

MELISSA BANKS, Director of Data Use and Professional Learning
Office of Technology and Strategic Services
601-359-3487 | mdek12.org

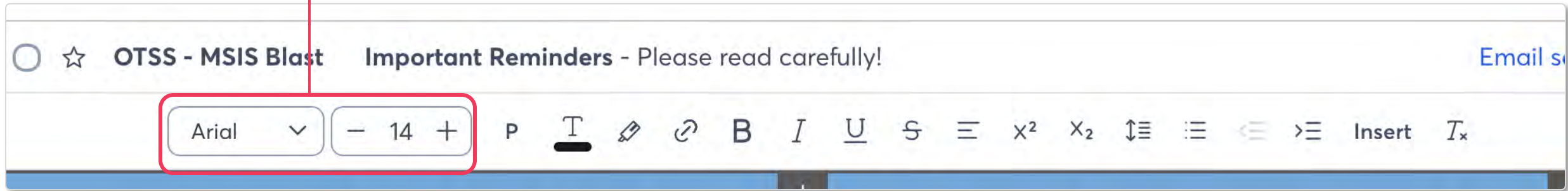
Email signatures can be copied and pasted (Ctrl + V or Cmd + V) directly into the body of the message, but the formatting **SHOULD be retained.** No need to copy the logo and social media icons as they are already present in the message.

Keep default email signature font (Georgia) or change to Arial. Leave font color unchanged.



Text editing options

Font
Font size



TIP

Fonts for use in emails:
Headings: Tahoma
Body: Arial

Font size:
The default font size for
text is 14px.

The image shows a web editor interface with a browser window and a content editor. The browser window has a title bar with a close button, a star icon, and the text "OTSS - MSIS Blast" and "Important Reminder". The address bar shows "OTSS - MSIS Blast" and "Important Reminder". The editor toolbar includes a font dropdown set to "Arial", a font size dropdown set to "14", and a paragraph format button labeled "P". A red box highlights the font and font size controls, with a callout box labeled "Font" and "Font size". Another red box highlights the paragraph format button, with a callout box labeled "Paragraph & Headline formats". The editor content area shows a header with the Mississippi Department of Education logo and a plus icon. The main content area has a blue sidebar with icons for block and text editing. The text in the editor is as follows:

This is H1

This is H2

This is H3

This is paragraph text. Font should be Arial, 14px.



TIP

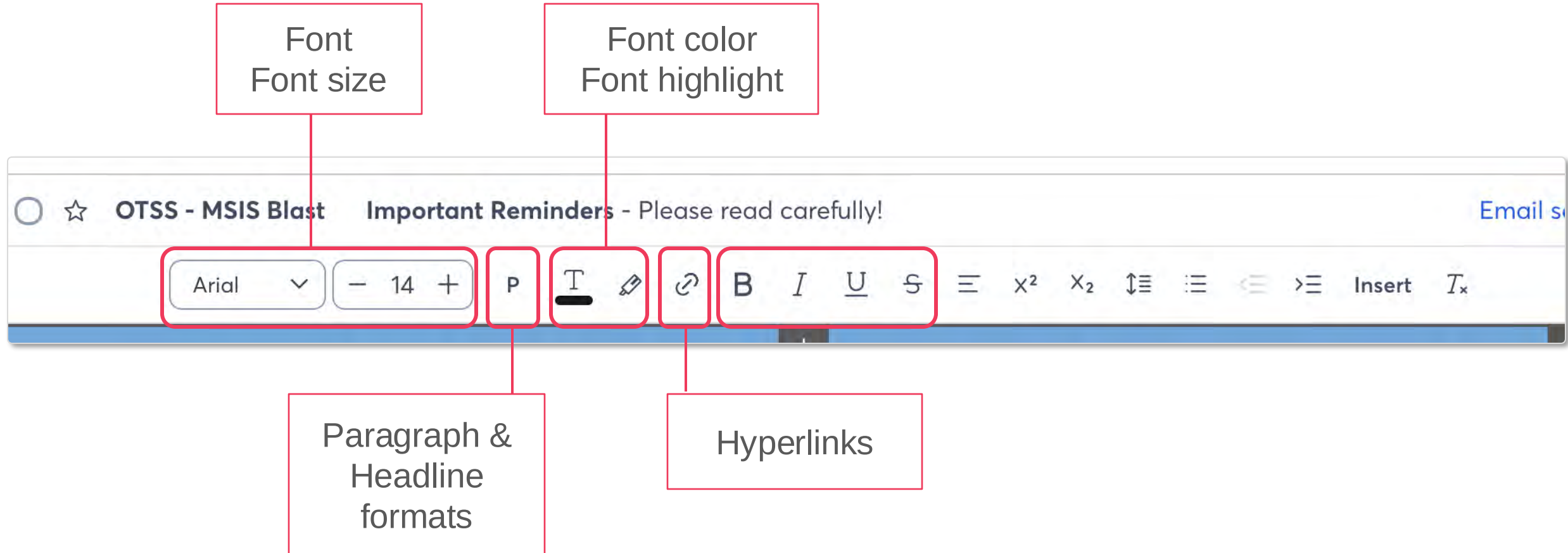
Heading Levels

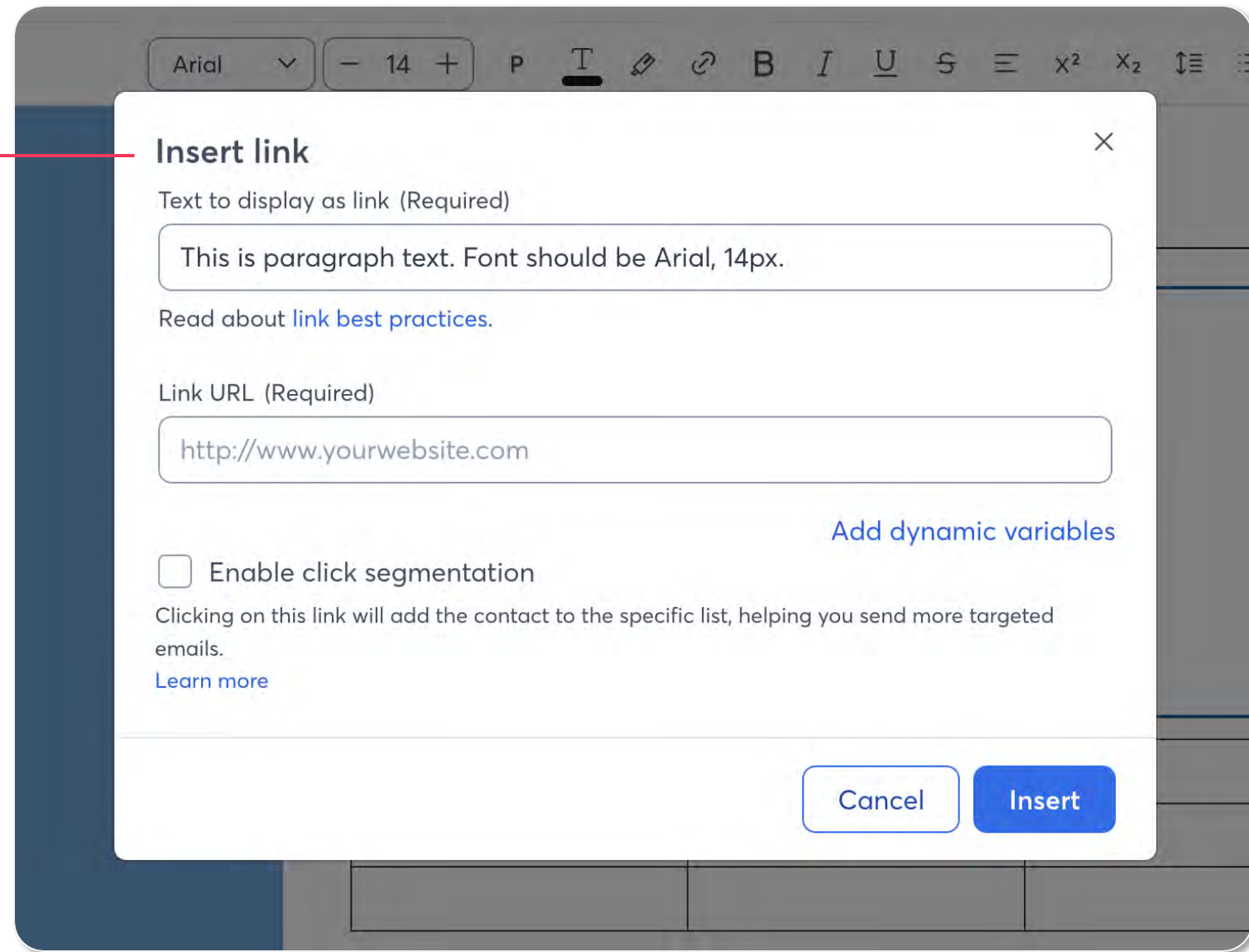
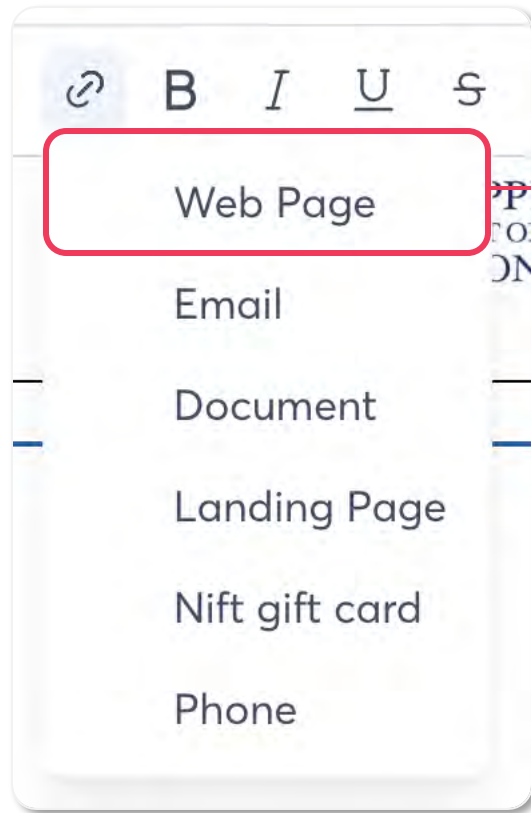
Heading levels tell assistive technologies how content is organized. In Constant Contact there are three heading levels to choose from: H1, H2 and H3.

H1 is the most important heading and H3 the least important.

There should never be more than one H1 in your email. You can have multiple H2 and H3 head levels.







🔗 B I U S

Web Page

Email

Document

Landing Page

Nift gift card

Phone

 MISSISSIPPI
DEPARTMENT OF
EDUCATION

Insert link

Text to display as link (Required)

This is paragraph text. Font should be Arial, 14px.

Read about [link best practices](#).

Email Address (Required)

youremail@company.com

Cancel Insert



TIP

Hyperlinks

Naked URLs are those that display the full address rather than using a hyperlink.

- Naked: <https://www.mdek12.org/>
- Hyperlinked: [The Mississippi Department of Education](https://www.mdek12.org/)

While naked URLs are used in printed material, they should never be used on digital platforms. When assistive technologies read them, it can cause frustration for users – especially when longer URLs are used (e.g., links to PDFs), as screen readers read the entire URL letter-by-letter.





TIP

Link Phrasing

Avoid using phrases like “click here, more details or more.” These phrases have little meaning if assistive technologies read them out of context. Instead, ensure your hyperlinks use phrases that will make sense, even when read out of context.

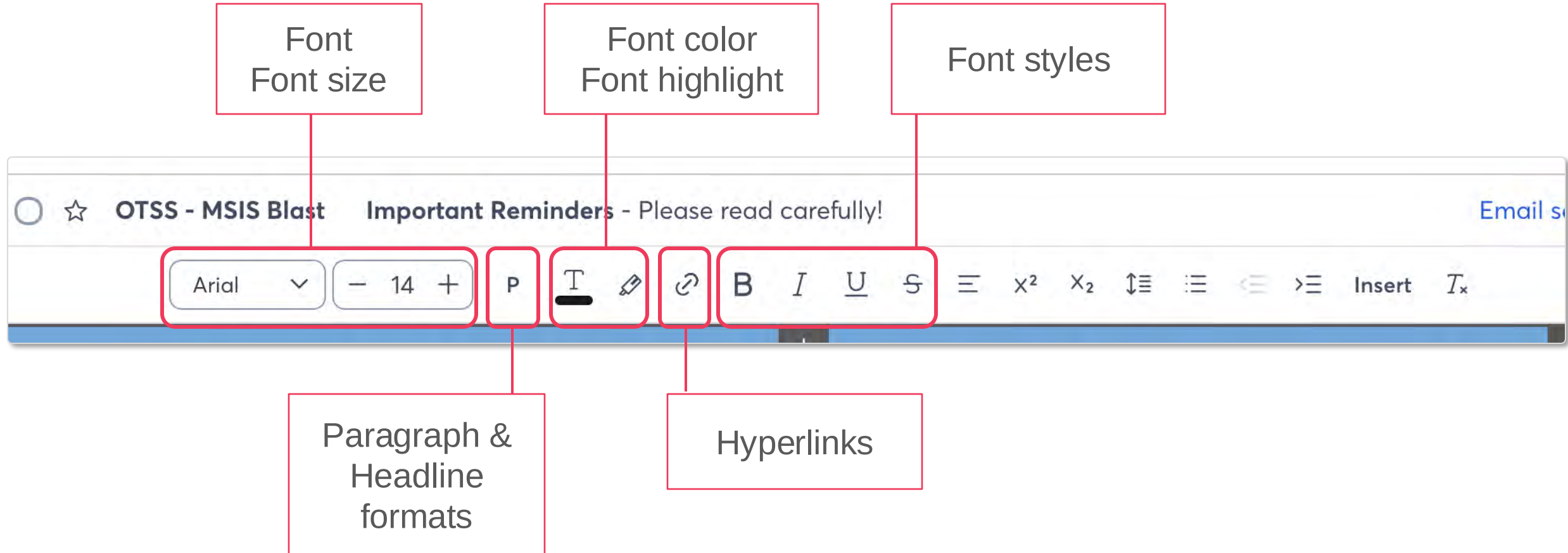


**TIP**

Link Phrasing

Instead of:	Use:
Learn More	Learn more about our training opportunities.
Resources	Explore community involvement resources.
To register for the conference, click here.	Register for the conference on the Mississippi RESAs website.







TIP

Underlined and Italicized text

Avoid using underlined and italicized text when possible. It can become difficult to read for individuals with dyslexia as it can make the text appear to run together. Underlined text should only be used for hyperlinks.



The image shows a screenshot of an email client's toolbar. The toolbar includes a font family dropdown set to 'Arial', a font size dropdown set to '14', and buttons for bold (B), italic (I), underline (U), and strikethrough (ABC). It also features icons for text color, background color, link, and unlink. The alignment section includes left, center, right, and justified alignment buttons. The list creation section includes bullet list and numbered list buttons. The indent section includes buttons to decrease and increase the indent. The 'Superscript Subscript' button is also present. Callout boxes with red borders and lines pointing to the toolbar buttons provide labels for these functions.

Superscript Subscript

Line spacing

Clear formatting

Alignment

Bullet list
Number list

Decrease indent
Increase Indent



Add Images or Tables



OTSS - MSIS Blast

Test 1

Text block

Top: - 10 +

Bottom: - 10 +

Left: - 40 +

Right: - 40 +

Margin

Add space between the outside of the border and your text block.

Apply to all sides

Top: - 0 +

Bottom: - 0 +

Left: - 0 +

Right: - 0 +

Block | Text

This is H1

This is H2

This is H3

This is paragraph text. Font should be Arial, 14px.

View as Webpage

OTSS - MSIS Blast | 359 North West Street | Jackson, MS 39201 US

Channel manager

+ Add more

Email settings

Insert

Section

Add another:

- Email
- Social
- SMS

Scheduled

Nothing for this campaign yet!

Published

Nothing for this campaign yet!

OTSS - MSIS Blast

Test 1

Last saved 10/25/25 7:45:48

Undo

Preview & Test

Continue

Channel manage

+ Add more

Section

Drafts

Email

Add another:

Email

Social

SMS

Scheduled

Nothing for this campaign yet!

Published

Nothing for this campaign yet!

Build Images Design

Blocks

Text

Image

Button

Divider

Spacer

Social share

Social follow

Video

Read more

Data table

Event

Feedback

RSVP

Product

Layouts

Click and drag the content block to the body of the email

MISSISSIPPI DEPARTMENT OF EDUCATION

View as Webpage

Test 1

Last saved 10/25/25 9:35:19

Save Undo Redo Preview & Test Continue

Channel manager

+ Add more

Drafts

Email

Add another:

Email Social SMS

Scheduled

Nothing for this campaign yet!

Published

Nothing for this campaign yet!

OTSS - MSIS Blast | 359 North West Street | Jackson, MS 39201 US

[Unsubscribe](#) | [Update Profile](#) | [Constant Contact Data Notice](#)

Image block

Share feedback

Image

Add link

Align

Round corners

Apply to all

0

Block | Image

Click on the image icon in the body of the email to open the image block settings



OTSS - MSIS Blast

Test 1

Last saved 10/25/25 9:35:19

Save Undo Redo Preview & Test Continue

Channel manager

+ Add more

Drafts

Email

Add another:

Email Social SMS

Scheduled

Nothing for this campaign yet!

Published

Nothing for this campaign yet!

Image block

Share feedback

Image

+

Add link

Align

Round corners

Apply to all

0

This is H2

This is H3

This is paragraph text. Font should be Arial, 14px.

Click the plus sign to add an image

View as Webpage

OTSS - MSIS Blast | 359 North West Street | Jackson, MS 39201 US

[Unsubscribe](#) | [Update Profile](#) | [Constant Contact Data Notice](#)

Insert Image

Library Image URL Dynamic Image

Create in Canva Stock Image Gallery Upload

Search

MSIS 2_smaller.png mde-master-....._0_0.jpeg

**Previously
uploaded images
will display**



Insert Image

Library Image URL Dynamic Image

Create in Canva Stock Image Gallery Upload

Search

MSIS 2_smaller.png mde-master-....._0_0.jpeg

Click Upload to add an image from your computer



Insert Image

Library Image URL Dynamic Image

Create in Canva Stock Image Gallery Upload

Search

MSIS 2_smaller.png

MISSISSIPPI DEPARTMENT OF EDUCATION

Click on the desired image to insert it into the image block







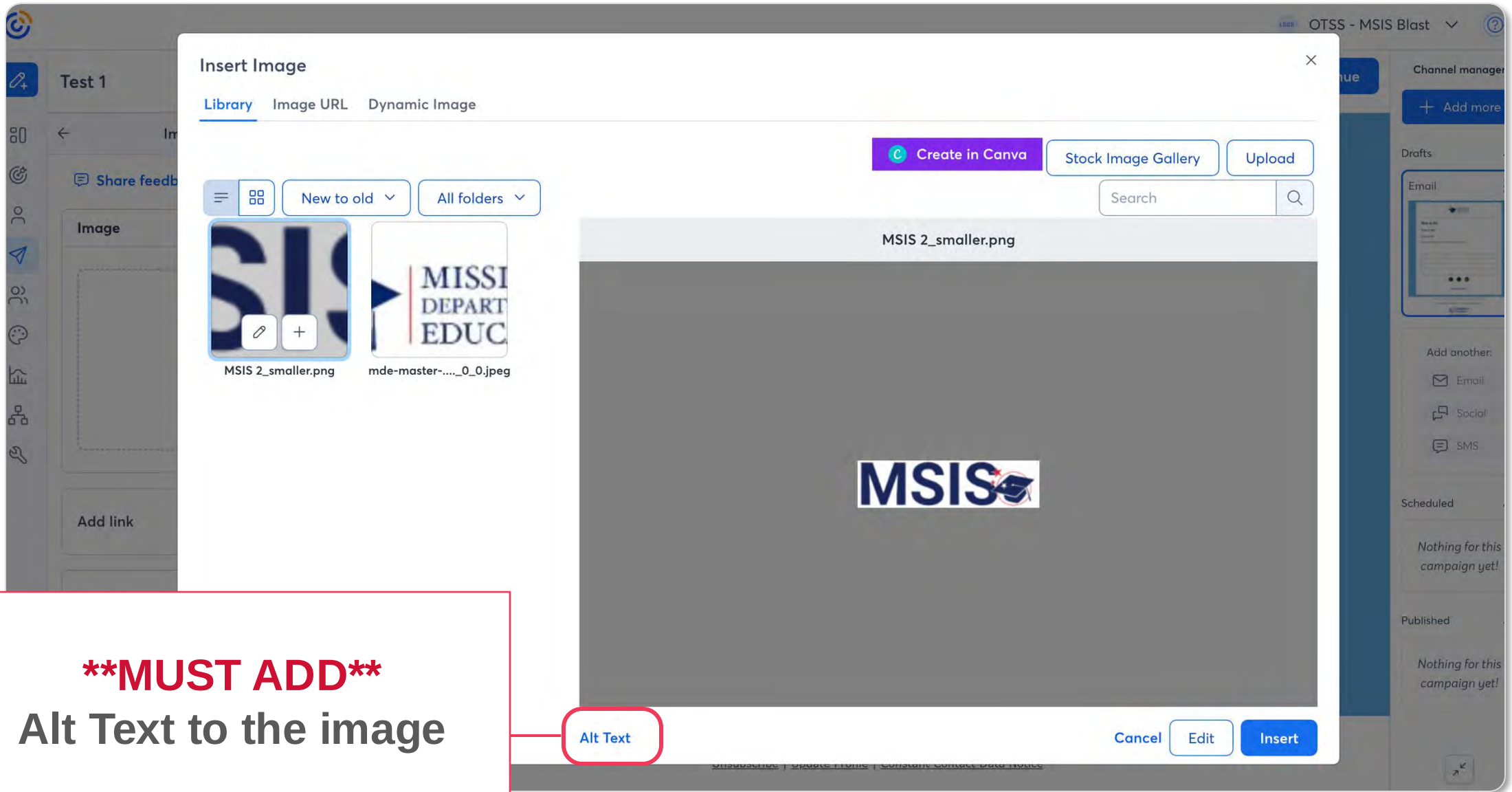
TIP

Image Dimension and File Size

Images uploaded to Constant Contact will be compressed if they are wider than 1200px. This can have unintended consequences, such as fuzzy or blurred images. To ensure images are displayed as you intend, they should be no wider than 650px. Constant Contact also recommends that images be saved at a resolution no greater than 72 ppi.

Constant Contact provides a complete guide on [how to prepare images for upload](#).





****MUST ADD****
Alt Text to the image



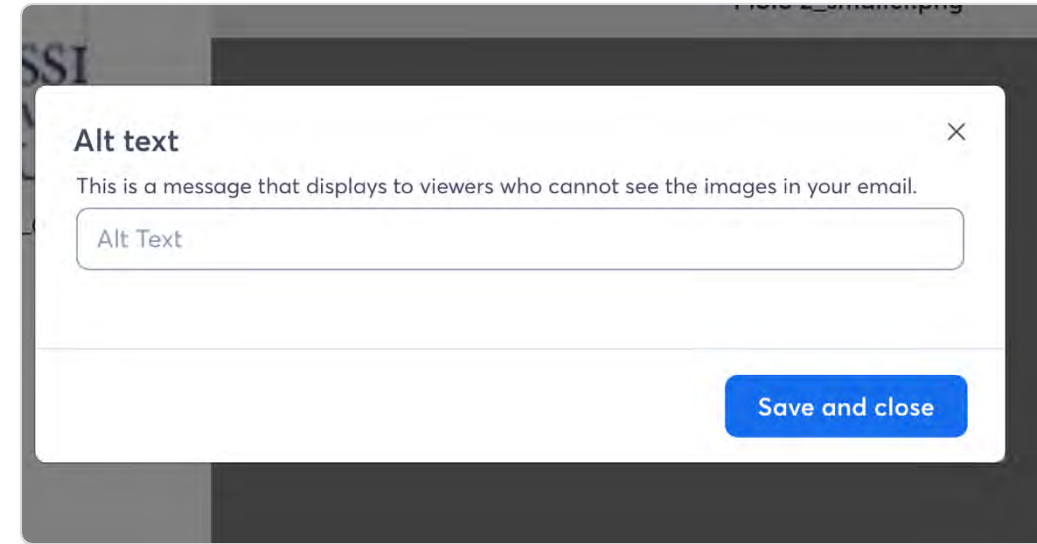


TIP

Alt text

Individuals with visual impairments often use assistive technologies, such as screen readers, to help them navigate digital content. When a screen reader encounters an image without alternate/descriptive text, it will often read the file name aloud. This makes the user experience less than ideal for these individuals.

Constant Contact's guide will take you through the [alt text process step by step](#).



Insert Image

Library Image URL Dynamic Image

Create in Canva Stock Image Gallery Upload

Search

MSIS 2_smaller.png

mde-master-....._0_0.jpeg

MSIS

Alt Text

Cancel Edit **Insert**

Click Insert

Test 1

Last saved 10/25/25 9:59:55

Undo

Preview & Test

Continue

Channel manager

+ Add more

Email settings

Drafts

Email

Add another:

Email

Social

SMS

Scheduled

Nothing for this campaign yet!

Published

Nothing for this campaign yet!

Block | Image

MSIS

This is H1

This is H2

This is H3

This is paragraph text. Font should be Arial, 14px.

MSIS 2_smaller.png

Share feedback

Image block

**Drag blue double arrow
to resize image**

**Make sure the image is not
over-enlarged and does not
become pixelated**

The screenshot displays the OTSS - MSIS Blast email editor. On the left, a sidebar contains a 'Test 1' tab and a vertical toolbar with various icons. The 'Image block' settings panel is open, showing a 'Share feedback' link, an image placeholder labeled 'MSIS 2_smaller.png', an 'Add link' button, alignment options (left, center, right), and a 'Round corners' section with a toggle and a value of 0. The main editor area shows a preview of the email layout. At the top, it says 'OTSS - MSIS Blast' and 'Important Reminders - Please read carefully!'. Below this is a header with the Mississippi Department of Education logo. The main content area contains three headings: 'This is H1', 'This is H2', and 'This is H3', followed by a paragraph of text: 'This is paragraph text. Font should be Arial, 14px.' A blue banner at the bottom features the 'MSIS' logo. On the right side, there is a 'Channel manager' section with an 'Add more' button, and a 'Section' panel with icons for adding content. Below this is a 'Drafts' section with an 'Email' block, and a 'Scheduled' section with a message 'Nothing for this campaign yet!'. At the bottom right, there is a 'Published' section with another 'Nothing for this campaign yet!' message.

Test 1

Last saved 10/25/25 9:59:55

Undo

Preview & Test

Continue

Channel manager

+ Add more

OTSS - MSIS Blast

Important Reminders - Please read carefully!

Email settings

Section

Image block

Share feedback

Image

MSIS 2_smaller.png

Add link

Align

Round corners

Apply to all

Block | Image

MSIS

This is H1

This is H2

This is H3

This is paragraph text. Font should be Arial, 14px.

Additional image block settings

Drafts

Email

Add another:

Email

Social

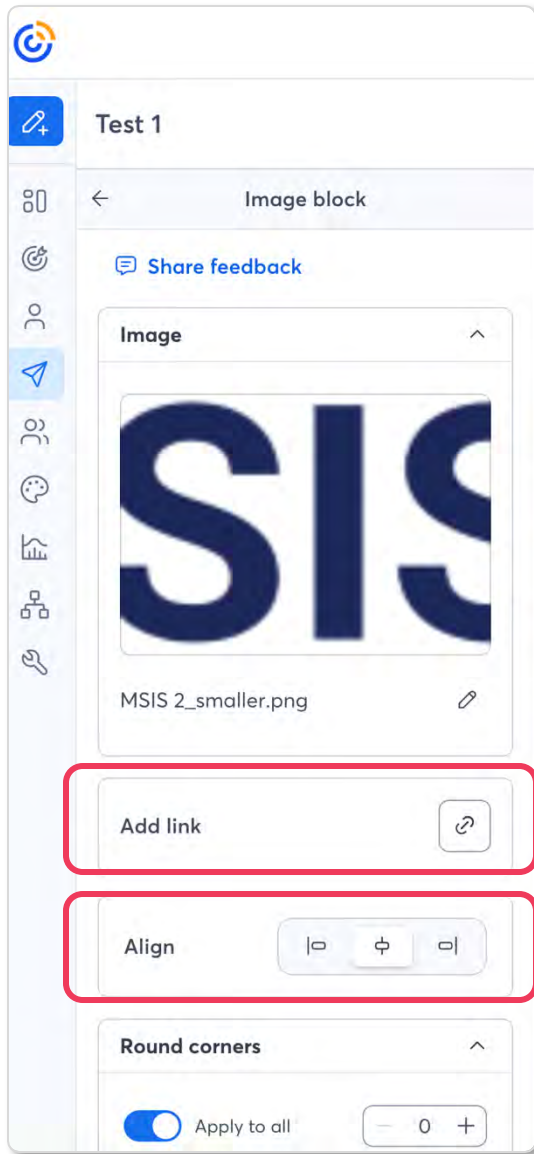
SMS

Scheduled

Nothing for this campaign yet!

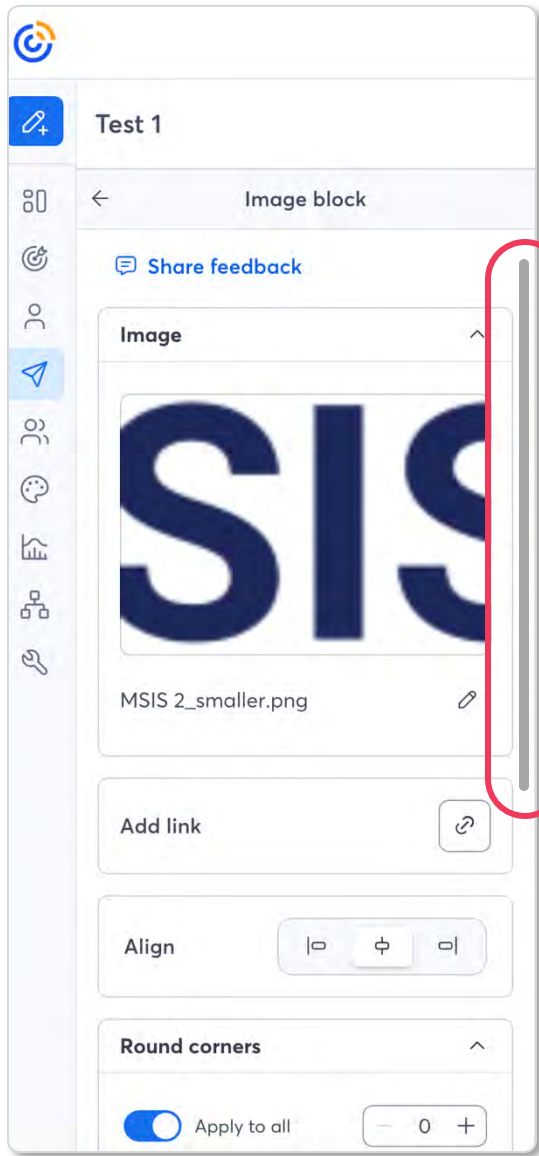
Published

Nothing for this campaign yet!

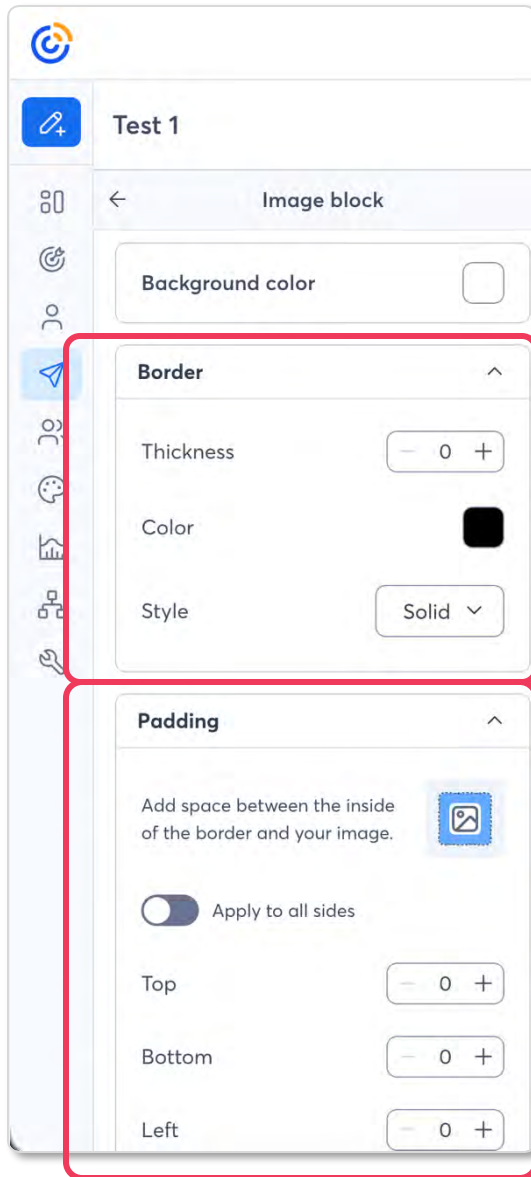


Link image to webpage

**Align image in the
email body**

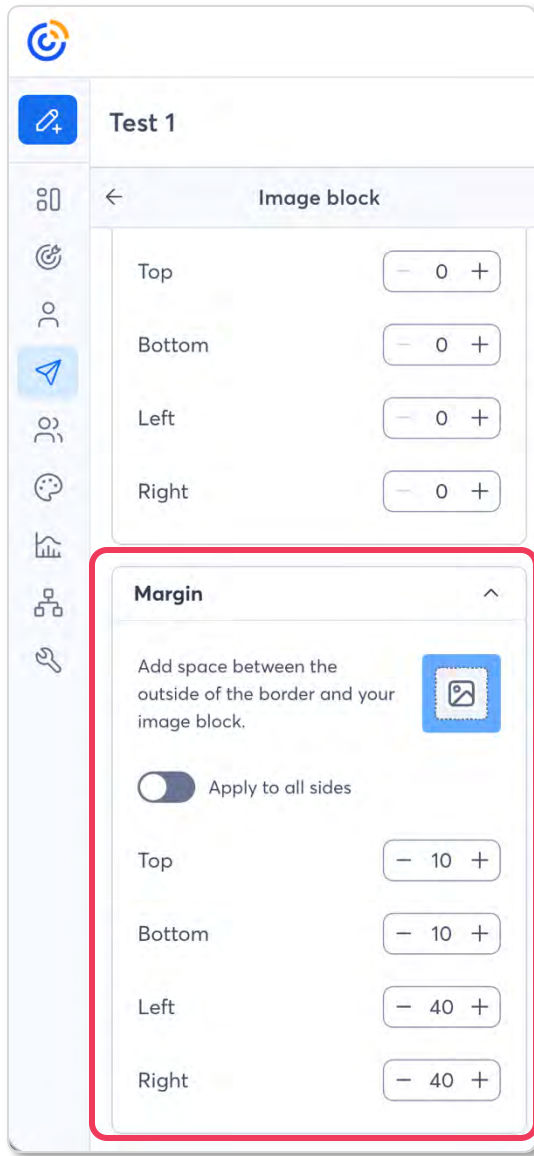


**Scroll in the image
block window to see
more options**



Add image border
(image outline)

Add padding
(space between image
and image border)



Add image margins
(space between the
image border and the
image block)

OTSS - MSIS Blast

Test 1

Last saved 10/25/25 7:45:48

Undo

Preview & Test

Continue

Channel manage

+ Add more

Section

Drafts

Email

Add another:

Email

Social

SMS

Scheduled

Nothing for this campaign yet!

Published

Nothing for this campaign yet!

Build Images Design

Blocks

Text

Image

Button

Divider

Spacer

Social share

Social follow

Video

Read more

Data table

Event

Feedback

RSVP

Product

Layouts

Click and drag the content block to the body of the email

MISSISSIPPI DEPARTMENT OF EDUCATION

should be Arial, 14px.

View as Webpage



Test 1

Last saved 10/25/25 9:59:55

Undo

Preview & Test

Continue

Channel manager

+ Add more

OTSS - MSIS Blast

Important Reminders - Please read carefully!

Email settings

Table background

Alternating colors

Padding

Borders

Headers

Row

Column

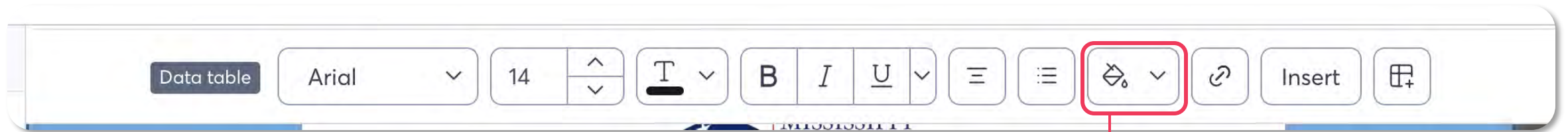
Click in the table to add text or open table edit options

MSIS

Block | Data table

Nothing for this campaign yet!

Nothing for this campaign yet!



Change the
background color of
the selected cell

TIP

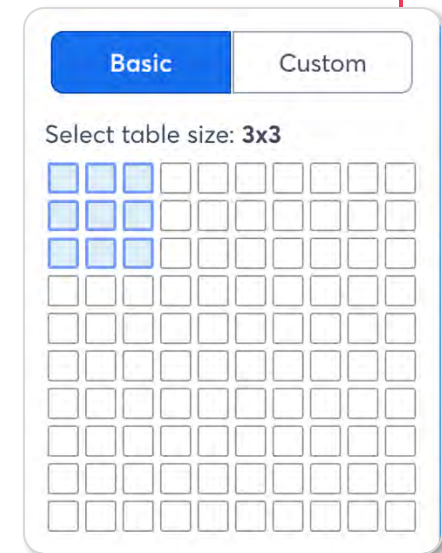
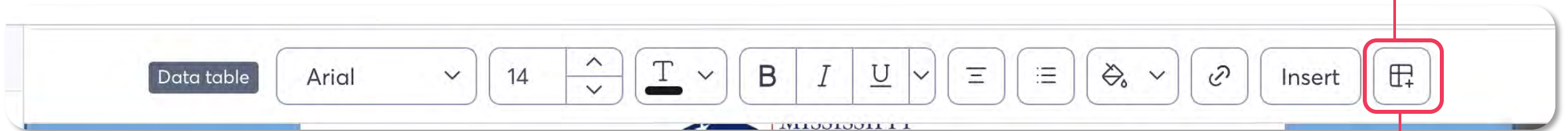
Use MDE Brand Guidelines to

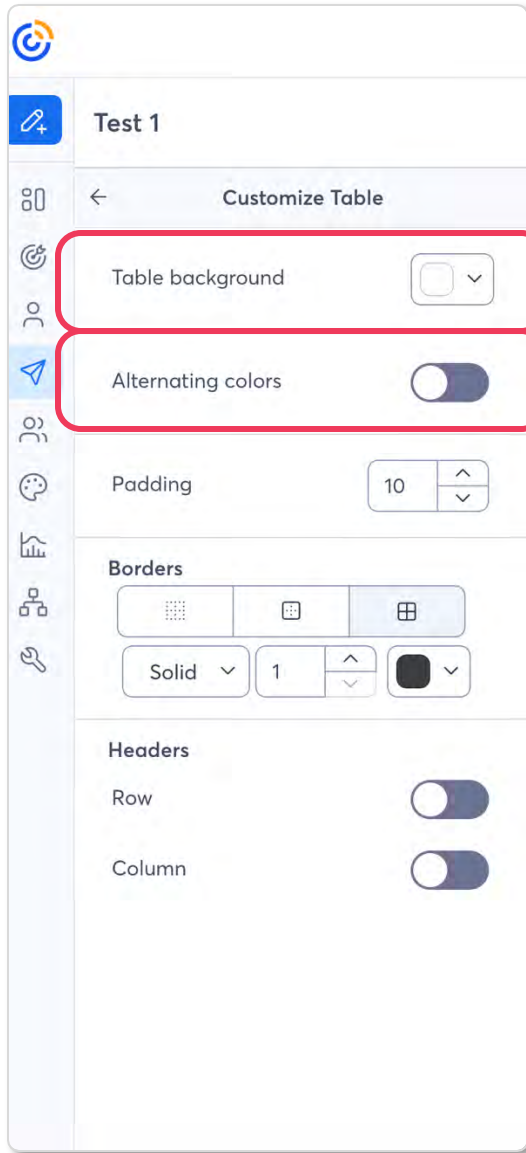
select appropriate
background colors.

BRAND COLORS | DECORATIVE ELEMENTS

Controlling the consistent use of color in all applications is crucial to maintaining the power of the brand. The color palette illustrated above should be utilized whenever possible. (Main colors within the palette outlined in black.)

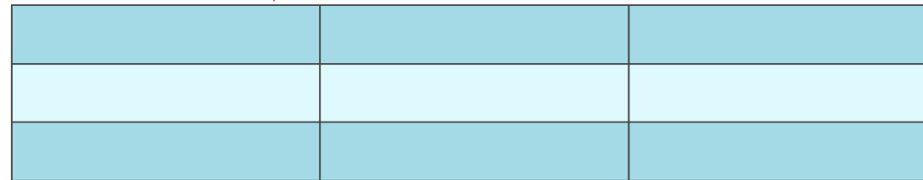
Adjust table size
(# of rows/columns)



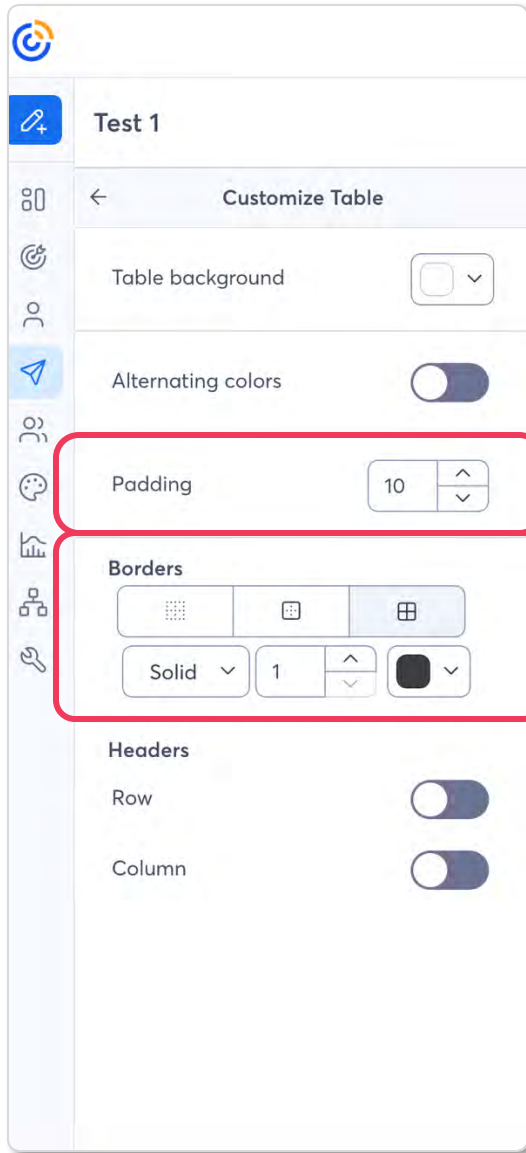


**Assign background color
to entire table**

**Creates alternating
background color by row**
(one row original background
color, next row a lighter version
of the background color)







Adjust cell padding
(Cell margins - space between text and the edge of the cell)

Adjust table/cell border
(Add/remove borders, change border line style, border thickness, and border color)

Test 1

Customize Table

Table background

Alternating colors

Padding: 10

Borders

Headers

Row

Column

Add row or column headers
(Automatically changes the color of the first cell in each row and/or column)

Headers

Row

First row color

Column

First column color

Column Header	Column Header	Column Header
Row Header	Row text	Row text
Row Header	Row Header	Row Header

This is H1

This is H2

This is H3

This is paragraph text. Font should be Arial, 14px.

Block | Image



MSIS



View as Webpage



**Move,
Copy, or
Delete
content blocks**







Preview & Test Email Campaign



Accreditation Edits - test

Build Images Design

Blocks

- Text
- Image
- Button
- Divider
- Spacer
- Social share
- Social follow
- Video
- Read more
- Data table
- Event
- Feedback
- RSVP
- Product

Layouts

MSIS Team

Accreditation Dashboard - Now Available for 25-26!

Preview & Test

Continue

Channel manager

+ Add more

Email settings

Drafts

Email

Add another:

- Email
- Social
- SMS

Scheduled

Nothing for this campaign yet!

Published

Nothing for this campaign yet!

Preview & test your message **BEFORE** sending

school year!

Users with Accreditation permission can access the Accreditation Dashboard by navigating to Data Submission > Accreditation. If your district has edits, they will populate under the appropriate LEA, Personnel, or School bubble. To view all Accreditation checks, including new checks for this school year, please review the [Accreditation](#) resource on the [MSIS Resources webpage](#) (Data Quality Dashboard collapsible menu > Accreditation).

Districts should work to resolve any edits that can be cleared before certifying Personnel Data (December 1-10).

As always, reach out to us if you need support! Email msis2@mdek12.org with general questions or mdeapps@mdek12.org for technical assistance.

Happy Friday!
~The MSIS Team

f X v



Preview & Test ▾

Preview

Send Test

Check for errors

**Review
message for
formatting
and
appearance**

**Click ALL
links to
ensure they
work
properly!**

Preview



MISSISSIPPI
DEPARTMENT OF
EDUCATION

Good morning, MSIS friends,

The Accreditation Dashboard is now displaying Accreditation edits for the 2025-2026 school year!

Users with Accreditation permission can access the Accreditation Dashboard by navigating to Data Submission > Accreditation. If your district has edits, they will populate under the appropriate LEA, Personnel, or School bubble. To view all Accreditation checks, including new checks for this school year, please review the [Accreditation](#) resource on the [MSIS Resources webpage](#) (Data Quality Dashboard collapsible menu > Accreditation).

Districts should work to resolve any edits that can be cleared before certifying Personnel Data (December 1-10).

As always, reach out to us if you need support! Email msis2@mdek12.org with general questions or mdeapps@mdek12.org for technical assistance.

Happy Friday!
~The MSIS Team



Preview & Test ▾

Preview

Send Test

Check for errors

Preview

Desktop

Mobile

Inbox



Good morning, MSIS friends,

The Accreditation Dashboard is now displaying Accreditation edits for the 2025-2026 school year!

Users with Accreditation permission can access the Accreditation Dashboard by navigating to Data Submission > Accreditation. If your district has edits, they will populate under the appropriate LEA, Personnel, or School bubble. To view all Accreditation checks, including new checks for this school year, please review the [Accreditation](#) resource on the [MSIS Resources webpage](#) (Data Quality Dashboard collapsible menu > Accreditation).

Districts should work to resolve any edits that can be cleared before certifying Personnel Data (December 1-10).

As always, reach out to us if you need support! Email msis2@mdek12.org with general questions or mdeapps@mdek12.org for technical assistance.

Happy Friday!
~The MSIS Team



Send a test email:

Enter up to 5 email addresses

X

Personal Note

0/400

Send test

Print

Send a test email to yourself or others to view it in an email application



Send Email Campaign



Accreditation Edits - test

Build Images Design

Blocks

Text Image Button

Divider Spacer Social share

Social follow Video Read more

Data table Event Feedback

RSVP Product

Layouts

MSIS Team Accreditation Dashboard - Now Available for 25-26!

Click “Continue” to send the message

school year!

Users with Accreditation permission can access the Accreditation Dashboard by navigating to Data Submission > Accreditation. If your district has edits, they will populate under the appropriate LEA, Personnel, or School bubble. To view all Accreditation checks, including new checks for this school year, please review the [Accreditation](#) resource on the [MSIS Resources webpage](#) (Data Quality Dashboard collapsible menu > Accreditation).

Districts should work to resolve any edits that can be cleared before certifying Personnel Data (December 1-10).

As always, reach out to us if you need support! Email msis2@mdek12.org with general questions or mdeapps@mdek12.org for technical assistance.

Happy Friday!
~The MSIS Team

OTSS - MSIS Blast

Continue

Channel manager

+ Add more

Email settings

Drafts

Section

Email

Add another:

Email Social SMS

Scheduled

Nothing for this campaign yet!

Published

Nothing for this campaign yet!



Accreditation Edits - test

[Email](#) [Draft](#)

Good morning, MSIS friends,

The Accreditation Dashboard is now displaying Accreditation edits for the 2025-2026 school year!

Users with Accreditation permission can access the Accreditation Dashboard by navigating to Data Submission > Accreditation. If your district has edits, they will populate under the appropriate LEA, Personnel, or School bubble. To view all Accreditation checks, including new checks for this school year, please review the [Accreditation](#) resource on the [MSIS Resources webpage](#) (Data Quality Dashboard collapsible menu > Accreditation).

Districts should work to resolve any edits that can be cleared before certifying Personnel Data (December 1-10).

As always, reach out to us if you need support! Email msis2@mdek12.org with general questions or mdeapps@mdek12.org for technical assistance.

Happy Friday!
~The MSIS Team

[Edit email](#)

Send test

Time and audience

- ☒ Send now
☐ Schedule for later

Audience

- ☒ List

0 lists selected | 0 unique recipients

- ☐ Segment

Automatic resends

- ☐ Resend to non-openers

Sender details

[Save as draft](#)[Send now](#)

**Send the email
immediately
OR
Schedule it to
send at a later
date/time**

Accreditation Edits - test

Email Draft



Good morning, MSIS friends,

The Accreditation Dashboard is now displaying Accreditation edits for the 2025-2026 school year!

Users with Accreditation permission can access the Accreditation Dashboard by navigating to Data Submission > Accreditation. If your district has edits, they will populate under the appropriate LEA, Personnel, or School bubble. To view all Accreditation checks, including new checks for this school year, please review the [Accreditation](#) resource on the [MSIS Resources webpage](#) (Data Quality Dashboard collapsible menu > Accreditation).

Districts should work to resolve any edits that can be cleared before certifying Personnel Data (December 1-10).

As always, reach out to us if you need support! Email msis2@mdk12.org with general questions or mdeapps@mdk12.org for technical assistance.

Happy Friday!
~The MSIS Team

[Edit email](#)

Send test

Time and audience

- ☒ Send now
☐ Schedule for later

Audience

- ☒ List

0 lists selected | 0 unique recipients

- ☐ Segment

Automatic resends

- ☐ Resend to non-openers

Sender details

Save as draft

Send now

Select the list
of recipients for
the email

List(s) you have
permission to
will prepopulate

Accreditation Edits - test

Email Draft



MISSISSIPPI
DEPARTMENT OF
EDUCATION

Good morning, MSIS friends,

The Accreditation Dashboard is now displaying Accreditation edits for the 2025-2026 school year!

Users with Accreditation permission can access the Accreditation Dashboard by navigating to Data Submission > Accreditation. If your district has edits, they will populate under the appropriate LEA, Personnel, or School bubble. To view all Accreditation checks, including new checks for this school year, please review the [Accreditation](#) resource on the [MSIS Resources webpage](#) (Data Quality Dashboard collapsible menu > Accreditation).

Districts should work to resolve any edits that can be cleared before certifying Personnel Data (December 1-10).

As always, reach out to us if you need support! Email msis2@mdek12.org with general questions or mdeapps@mdek12.org for technical assistance.

Happy Friday!
~The MSIS Team

Edit email

Sender details

Subject line A/B Test

Accreditation Dashboard - Now Available for 25-26! Personalize

Preheader (Optional) ?

e.g. Learn about our latest sale!

From name

MSIS Team

From email address

Reply-to email address

Physical address ? [Edit address](#)

Mississippi Department of Education
359 North West Street

Save as draft Send now

Review/edit Sender details as needed

Accreditation Edits - test

Email Draft



MISSISSIPPI
DEPARTMENT OF
EDUCATION

Good morning, MSIS friends,

The Accreditation Dashboard is now displaying Accreditation edits for the 2025-2026 school year!

Users with Accreditation permission can access the Accreditation Dashboard by navigating to Data Submission > Accreditation. If your district has edits, they will populate under the appropriate LEA, Personnel, or School bubble. To view all Accreditation checks, including new checks for this school year, please review the [Accreditation](#) resource on the [MSIS Resources webpage](#) (Data Quality Dashboard collapsible menu > Accreditation).

Districts should work to resolve any edits that can be cleared before certifying Personnel Data (December 1-10).

As always, reach out to us if you need support! Email msis2@mdek12.org with general questions or mdeapps@mdek12.org for technical assistance.

Happy Friday!
~The MSIS Team

Sender details

Subject line

Accreditation Dashboard - Now Availa

Preheader (Optional) ?

e.g. Learn about our latest sale!

From name

MSIS Team

From email address

msis2@mdek12.org

Reply to email address

msis2@mdek12.org

Physical address ?

Mississippi Department of Education
359 North West Street

Save as draft Send now

Ensure “From”
information is
correct

****Verify this
information
with your
Director/Chief****

Edit email

Accreditation Edits - test

Email Draft



MISSISSIPPI
DEPARTMENT OF
EDUCATION

Good morning, MSIS friends,

The Accreditation Dashboard is now displaying Accreditation edits for the 2025-2026 school year!

Users with Accreditation permission can access the Accreditation Dashboard by navigating to Data Submission > Accreditation. If your district has edits, they will populate under the appropriate LEA, Personnel, or School bubble. To view all Accreditation checks, including new checks for this school year, please review the [Accreditation](#) resource on the [MSIS Resources webpage](#) (Data Quality Dashboard collapsible menu > Accreditation).

Districts should work to resolve any edits that can be cleared before certifying Personnel Data (December 1-10).

As always, reach out to us if you need support! Email msis2@mdek12.org with general questions or mdeapps@mdek12.org for technical assistance.

Happy Friday!
~The MSIS Team

Edit email

Sender details

Subject line A/B Test

Accreditation Dashboard - Now Available

Preheader (Optional) ?

e.g. Learn about our latest sale!

From name

MSIS Team

From email address

msis2@mdek12.org

Reply-to email address

msis2@mdek12.org

Physical address ?

Mississippi Department of Education
359 North West Street

Save as draft **Send now**

**When ready,
click “Send
Now”**

****Once clicked, the
message cannot be
recalled or
cancelled!****



Update/Add Contacts to Email List

**TIP**

Contacts should be UPDATED yearly.

Contacts must be manually added or edited in Constant Contact email lists.





Email request



Microsoft Forms request

(Ensure another MDE contact is added as a collaborator)





Duplicate this form to use as your own.

Duplicate it

[INSERT EMAIL LIST NAME] Email Subscription List

The Mississippi Department of Education sends important information to school and district staff through dedicated email lists for specific audiences. If you are a Mississippi educator or administrator and want to be added to the email list for [INSERT EMAIL LIST NAME], please complete the information below. Please note, MDE staff must approve all email subscription requests.

If you have any questions, please send an email to mdenet@mdek12.org.

* Required

[INSERT EMAIL LIST NAME] Email List Subscription

1. First Name *

Enter your answer

2. Last Name *

Enter your answer

3. Job Title *

Enter your answer

Contact
mdenet@mdek12.org
for assistance in
personalizing the form



Contacts

New subscribers (30 days) 15 ↑1% | Subscribed 2,549 | Unsubscribed 86 | [See more insights](#)

Search by name or email

All contacts 2,635

☐	Contact	Email address ↕	First name ↕	Last name ↕	Email status	Source ↕
☐	Melissa Banks	mebanks@mdek12.org	Melissa	Banks	Subscribed	Site Owner
☐	vernguss12@yahoo.com	vernguss12@yahoo.com			Subscribed	Site Owner
☐	tjohnson30@ebschools.org	tjohnson30@ebschools.org			Subscribed	Site Owner
☐	tpoolson@mdek12.org	tpoolson@mdek12.org			Subscribed	Site Owner
☐	vburnett@coahoma.k12.ms.us	vburnett@coahoma.k12.ms.us			Subscribed	Site Owner
☐	toni.harper@hattiesburgpsd.com	toni.harper@hattiesburgpsd.com			Subscribed	Site Owner
☐	tbryant@marionk12.org	tbryant@marionk12.org			Subscribed	Site Owner

Show 50 Page 1 of 53

The screenshot displays a contact management interface. On the left is a sidebar with navigation options: Dashboard, Campaigns, Contacts (selected), Channels, Emails, Social, SMS, Events, Landing pages, Sign-up forms, Audience, Assets, Reporting, Automations, and Integrations. The main content area is titled 'Contacts' and features a summary bar with the following data: 'New subscribers (30 days) 15' (with a green up arrow and '1%'), 'Subscribed 2,549', 'Unsubscribed 86', and a link to 'See more insights'. Below this is a search bar labeled 'Name or email' and filters for 'All statuses' and 'All list statuses'. A large red box highlights the summary bar and the search area. Another red box highlights a table of contacts, with the text 'List contacts statistics' overlaid on it. The table has columns for 'Contact', 'Last name', 'Email status', and 'Source'. The first row is a header, and the subsequent rows list individual contacts, all of whom are 'Subscribed' and sourced from 'Site Owner'. At the bottom, there is a 'Show 50' dropdown and pagination controls indicating 'Page 1 of 53'.

Contacts

New subscribers (30 days) 15 ↑1% | Subscribed 2,549 | Unsubscribed 86 | [See more insights](#)

Name or email Search by name or email All statuses All list statuses

All contacts 2,635

List contacts statistics

Contact	Last name	Email status	Source
☐ Contact			
☐ Melissa Banks	Banks	Subscribed	Site Owner
☐ vernguss12@yahoo.com	vernguss12@yahoo.com	Subscribed	Site Owner
☐ tjohnson30@ebrschools.org	tjohnson30@ebrschools.org	Subscribed	Site Owner
☐ tpoolson@mdek12.org	tpoolson@mdek12.org	Subscribed	Site Owner
☐ vburnett@coahoma.k12.ms.us	vburnett@coahoma.k12.ms.us	Subscribed	Site Owner
☐ toni.harper@hattiesburgpsd.com	toni.harper@hattiesburgpsd.com	Subscribed	Site Owner
☐ tbryant@marionk12.org	tbryant@marionk12.org	Subscribed	Site Owner

Show 50 Page 1 of 53

The screenshot displays the HubSpot Contacts interface. On the left is a sidebar with navigation options: Dashboard, Campaigns, Contacts (selected), Channels, Emails, Social, SMS, Events, Landing pages, Sign-up forms, Audience, Assets, Reporting, Automations, and Integrations. The main content area is titled 'Contacts' and includes summary statistics: 'New subscribers (30 days) 15' (with a green up arrow and 1%), 'Subscribed 2,549', and 'Unsubscribed 86'. A 'See more insights' link is also present. Below the summary is a search bar with a dropdown menu set to 'Name or email' and a search input field containing 'Search by name or email'. To the right of the search bar are two status filters: 'All statuses' and 'All list statuses'. A red box highlights the search bar and the 'All statuses' filter. Below the search bar, a red box with the text 'Search list by contact information or contact statuses' is overlaid on the contact list. The contact list is titled 'All contacts' with a count of 2,635. It features a table with columns: 'First name', 'Last name', 'Email status', and 'Source'. The table contains several rows of contact data, including Melissa Banks, and all listed contacts have a 'Subscribed' status. At the bottom of the contact list, there is a 'Show 50' dropdown and pagination controls indicating 'Page 1 of 53'.

Contacts

New subscribers (30 days) 15 ↑1% | Subscribed 2,549 | Unsubscribed 86 | [See more insights](#)

Name or email All statuses

All contacts 2,635

Search list by contact information or contact statuses

	First name	Last name	Email status	Source
☐	Melissa	Banks	Subscribed	Site Owner
☐	vernguss12@yahoo.com		Subscribed	Site Owner
☐	tjohnson30@ebschools		Subscribed	Site Owner
☐	tpoolson@mdek12.org		Subscribed	Site Owner
☐	vburnett@coahoma.k12		Subscribed	Site Owner
☐	toni.harper@hattiesburgpsd.com	toni.harper@hattiesburgpsd.com	Subscribed	Site Owner
☐	tbryant@marionk12.org	tbryant@marionk12.org	Subscribed	Site Owner

Show 50 Page 1 of 53

 OTSS - MSIS Blast

Create

Dashboard

Campaigns

Contacts

Channels

Emails

Social

SMS

Events

Landing pages

Sign-up forms

Audience

Assets

Reporting

Automations

Integrations

Contacts

New subscribers (30 days) 15 ↑1% Subscribed 2,549 Unsubscribed 86 [See more insights](#)

Name or email

Search by name or email

All statuses

All list statuses

All contacts 2,635

Contact list

Contact	Email address	First name	Last name	Email status	Source
☐ Melissa Banks	mebanks@mdek12.org	Melissa	Banks	Subscribed	Site Owner
☐ vernguss12@yahoo.com	vernguss12@yahoo.com			Subscribed	Site Owner
☐ tjohnson30@ebrschools.org	tjohnson30@ebrschools.org			Subscribed	Site Owner
☐ tpoolson@mdek12.org	tpoolson@mdek12.org			Subscribed	Site Owner
☐ vburnett@coahoma.k12.ms.us	vburnett@coahoma.k12.ms.us			Subscribed	Site Owner
☐ toni.harper@hattiesburgpsd.com	toni.harper@hattiesburgpsd.com			Subscribed	Site Owner
☐ tbryant@marionk12.org	tbryant@marionk12.org			Subscribed	Site Owner

Show 50

Page 1 of 53

All contacts 2,635							
☐	Contact	Email address ↕	First name ↕	Last name ↕	Email status	Source ↕	
☐	Melissa Banks	mebanks@mdek12.org	Melissa	Banks	Subscribed	Site Owner	

**Click on the contact name to
view contact details**



OTSS - MSIS Blast



Create

Dashboard

Campaigns

Contacts

Channels

Channels

- Emails
- Social
- SMS
- Events
- Landing pages
- Sign-up forms

Audience

Assets

Reporting

Automations

Integrations

All contacts / Melissa Banks

MB

Melissa Banks

Email subscribed

Added by you on Aug 7, 2024

Last edit on Aug 7, 2024

Contact details



DetailsActivityNotes

Basic details

First name	Last name
Melissa	Banks
Job title	Company
-	-
Birthday	Anniversary
-	-

Campaign channels

Email	Email status
mebanks@mdek12.org	Subscribed
SMS number	SMS status
-	-

Tags

Insights (30 days)

Emails sent

16

Email open rate

0.1%

↑ 20%

Email click rate

-

Emails bounced

-

List membership

+ Add to list

Instructional Technology

-

MSIS Blast

-

My Contacts

-

MISSISSIPPI
DEPARTMENT OF
EDUCATION

The screenshot displays a contact management dashboard. On the left is a sidebar with navigation options: Dashboard, Campaigns, Contacts (selected), Channels, Emails, Social, SMS, Events, Landing pages, Sign-up forms, Audience, Assets, Reporting, Automations, and Integrations. The main content area shows the profile for 'Melissa Banks', who is 'Email subscribed'. It includes tabs for Details, Activity, and Notes. The 'Details' tab is active, showing 'Basic details' (First name: Melissa, Last name: Banks, Job title: -, Birthday: -) and 'Campaign channels' (Email: mebanks@mdek12.org, Email status: Subscribed, SMS number: -, SMS status: -). An 'Insights (30 days)' section shows 'Emails sent', 'Email open rate' (0.1%, up 20%), and 'Emails bounced' (-). A red box highlights the email address 'mebanks@mdek12.org' in the 'Campaign channels' section, with a pencil icon next to it. A text box is overlaid on the image with the text: 'Hover over contact information to see the edit (pencil) option appear'.



OTSS - MSIS Blast

Create

Dashboard

Campaigns

Contacts

Channels

Emails

Social

SMS

Events

Landing pages

Sign-up forms

Audience

Assets

Reporting

Automations

Integrations

All contacts / Melissa Banks

MB Melissa Banks Email subscribed Added by you on Aug 7, 2024 Last edit on Aug 7, 2024

Details Activity Notes

Recent Activity

October 2025

- Email sent Oct. 24, 2025 | 9:16 AM
Received Accreditation Edits email
- Email sent Oct. 22, 2025 | 1:10 PM
Received Cohort MI Bug Fix email
- Email sent Oct. 21, 2025 | 11:57 AM
Received October Reminders & Bug Fixes email
- Email sent Oct. 13, 2025 | 8:53 AM
Received Month 1 Certification - Overdue email
- Email sent Oct. 13, 2025 | 12:04 AM
Received MSIS: Graduation Options & Cohort Webinar email
- Opened email Oct. 10, 2025 | 8:24 AM
Opened MSIS: National Board Removals email

List of emails sent and any that were opened



The screenshot shows a contact management interface. On the left is a sidebar with navigation links: Create, Dashboard, Campaigns, Contacts (selected), Channels, Emails, Social, SMS, Events, Landing pages, Sign-up forms, Audience, Assets, Reporting, Automations, and Integrations. The main content area displays the profile of 'Melissa Banks' with a status of 'Email subscribed'. Below the profile are tabs for Details, Activity (selected), and Notes. The 'Recent Activity' section for 'October 2025' lists several email events. In the top right corner, a dropdown menu is open, showing 'Unsubscribe email' and 'Delete contact' options, both highlighted with red boxes. A red line connects the 'Delete contact' option to a text box on the right.

Unsubscribe from your list
(unable to receive emails while retaining their contact and engagement history for reporting purposes)

Deleting contact
(removes the contact and all their history from your account)

 OTSS - MSIS Blast

Create

Dashboard

Campaigns

Contacts

Channels

Emails

Social

SMS

Events

Landing pages

Sign-up forms

Audience

Assets

Reporting

Automations

Integrations

Contacts

New subscribers (30 days) 15 ↑1% | Subscribed 2,549 | Unsubscribed 86 | [See more insights](#)

Name or email

Search by name or email

All statuses

All list statuses

All contacts 2,635

☐	Contact	Email address	First name	Last name	Email status	Source
☐	Melissa Banks	mebanks@mdek12.org	Melissa	Banks	Subscribed	Site Owner
☐	vernguss12@yahoo.com	vernguss12@yahoo.com			Subscribed	Site Owner
☐	tjohnson30@ebrschools.org	tjohnson30@ebrschools.org			Subscribed	Site Owner
☐	tpoolson@mdek12.org	tpoolson@mdek12.org			Subscribed	Site Owner
☐	vburnett@coahoma.k12.ms.us	vburnett@coahoma.k12.ms.us			Subscribed	Site Owner
☐	toni.harper@hattiesburgpsd.com	toni.harper@hattiesburgpsd.com			Subscribed	Site Owner
☐	tbryant@marionk12.org	tbryant@marionk12.org			Subscribed	Site Owner

Show 50

Page 1 of 53

The screenshot displays the 'Contacts' management interface. A red box highlights the 'Add contacts' dropdown menu, which includes the following options:

- Add a single contact
- Add multiple contacts
- Upload from a file
- Sync with integrations

A central text box states: **3 ways to add contacts**

Contacts

New subscribers (30 days) 15 ↑1% | Subscribed 2,549 | Unsubscribed 86 | [See more insights](#)

Name or email ▼ Search by name or email

All contacts 2,635

☐	Contact	Email address ↕	Email status	Source ↕
☐	Melissa Banks	mebanks@mdek12.org	Subscribed	Site Owner
☐	vernguss12@yahoo.com	vernguss12@yahoo.com	Subscribed	Site Owner
☐	tjohnson30@ebrschools.org	tjohnson30@ebrschools.org	Subscribed	Site Owner
☐	tpoolson@mdek12.org	tpoolson@mdek12.org	Subscribed	Site Owner
☐	vburnett@coahoma.k12.ms.us	vburnett@coahoma.k12.ms.us	Subscribed	Site Owner
☐	toni.harper@hattiesburgpsd.com	toni.harper@hattiesburgpsd.com	Subscribed	Site Owner
☐	tbryant@marionk12.org	tbryant@marionk12.org	Subscribed	Site Owner

Show 50 ▼ ← Page 1 of 53 →



Add a Single Contact



 OTSS - MSIS Blast 

Create

 Dashboard

 Campaigns

 **Contacts**

 Channels 

Emails

Social

SMS

Events

Landing pages

Sign-up forms

 Audience 

 Assets 

 Reporting

 Automations

 Integrations

Contacts

New subscribers (30 days) 15  Subscribed 2,549 Unsubscribed 86 [See more insights](#)

Name or email 

Search by name or email 

All statuses

All contacts 2,635

☐	Contact	Email address 	First name 	Last name 	Email status	Source 
☐	Melissa Banks	mebanks@mdek12.org	Melissa	Banks	Subscribed	Site Owner
☐	vernguss12@yahoo.com	vernguss12@yahoo.com			Subscribed	Site Owner
☐	tjohnson30@ebrschools.org	tjohnson30@ebrschools.org			Subscribed	Site Owner
☐	tpoolson@mdek12.org	tpoolson@mdek12.org			Subscribed	Site Owner
☐	vburnett@coahoma.k12.ms.us	vburnett@coahoma.k12.ms.us			Subscribed	Site Owner
☐	toni.harper@hattiesburgpsd.com	toni.harper@hattiesburgpsd.com			Subscribed	Site Owner
☐	tbryant@marionk12.org	tbryant@marionk12.org			Subscribed	Site Owner

Show 50 

 Page 1 of 53 

Add contacts 

Add a single contact

Add multiple contacts

Upload from a file

Sync with integrations



Create

Dashboard

Campaigns

Contacts

Channels

Emails

Social

SMS

Events

Landing pages

Sign-up forms

Audience

Assets

Reporting

Automations

Integrations

Contacts

New subscribers (30 days) 15 ↑ 1% Subscribed 2,549 Unsubscribed 86

Name or email

Search by name or email

All contacts 2,635

☐	Contact	Email address	First name	Last name
☐	Melissa Banks	mebanks@mdek12.org	Melissa	Banks
☐	vernguss12@yahoo.com	vernguss12@yahoo.com		
☐	tjohnson30@ebschools.org	tjohnson30@ebschools.org		
☐	tpoolson@mdek12.org	tpoolson@mdek12.org		
☐	vburnett@coahoma.k12.ms.us	vburnett@coahoma.k12.ms.us		
☐	toni.harper@hattiesburgpsd.com	toni.harper@hattiesburgpsd.com		
☐	tbryant@marionk12.org	tbryant@marionk12.org		

Show 50

Page 1 of 53

Add new contact

All contacts are required to have an email or SMS number.

Email

mebanks@gafepd.mdek12.org

☒ I have permission to email this contact (required)

SMS number

+1 (000) 000-0000

First name

Melissa

Last name

Banks

Job title

School District Name

Add or remove fields

Add to list (required)

MSIS Blast × Start typing to find lists ×

Save and create another

Save

Add email
address

The screenshot shows a contact management interface. On the left is a sidebar with navigation links: Create, Dashboard, Campaigns, Contacts (selected), Channels, Emails, Social, SMS, Events, Landing pages, Sign-up forms, Audience, Assets, Reporting, Automations, and Integrations. The main area is titled 'Contacts' and shows statistics for new subscribers and total subscribers. Below this is a search bar and a list of contacts. A red box highlights the checkbox 'I have permission to email this contact (required)' in the 'Add new contact' form. A text overlay in the center reads: 'Check the box indicating you have permission to add the contact'.

Contacts

New subscribers (30 days) 15 ↑1% Subscribed 2,549

Name or email ▼ Search by name or email

All contacts 2,635

☐	Contact	
☐	Melissa Banks	
☐	vernguss12@yahoo.com	
☐	tjohnson30@ebrschools.org	
☐	tpoolson@mdek12.org	tpoolson@mdek12.org
☐	vburnett@coahoma.k12.ms.us	vburnett@coahoma.k12.ms.us
☐	toni.harper@hattiesburgpsd.com	toni.harper@hattiesburgpsd.com
☐	tbryant@marionk12.org	tbryant@marionk12.org

Show 50 ▼ Page 1 of 53

Add new contact

All contacts are required to have an email or SMS number.

Email
mebanks@gafepd.mdek12.org

☒ I have permission to email this contact (required)

SMS number
+1 (000) 000-0000

First name
Melissa

Last name
Banks

Job title

School District Name

Add or remove fields

Add to list (required)
MSIS Blast × Start typing to find lists ×

Save and create another Save



Create

Dashboard

Campaigns

Contacts

Channels

Emails

Social

SMS

Events

Landing pages

Sign-up forms

Audience

Assets

Reporting

Automations

Integrations

Contacts

New subscribers (30 days) 15 ↑ 1% Subscribed 2,549 Unsubscribed 86 [See more insights](#)

Name or email

Search by name or email

All statuses

All contacts 2,635

☐

Contact

☐

Melissa Banks

☐

vernguss12@yahoo.com

☐

tjohnson30@ebrschools.org

☐

tpoolson@mdek12.org

☐

vburnett@coahoma.k12.ms.us

☐

toni.harper@hattiesburgpsd.com

☐

tbryant@marionk12.org

Show 50

Page 1 of 53

Add new contact

All contacts are required to have an email or SMS number.

Email

mebanks@gafepd.mdek12.org

☒ I have permission to email this contact (required)

SMS number

+1 (000) 000-0000

First name

Melissa

Last name

Banks

Job title

School District Name

Add or remove fields

Add to list (required)

MSIS Blast

Start typing to find lists

Save and create another

Save

Enter contact first name and last name

MISSISSIPPI
DEPARTMENT OF
EDUCATION



Create

Dashboard

Campaigns

Contacts

Channels

Emails

Social

SMS

Events

Landing pages

Sign-up forms

Audience

Assets

Reporting

Automations

Integrations

Contacts

New subscribers (30 days) 15 ↑ 1% Subscribed 2,549 Unsubscribed 86 [See more insights](#)

Name or email

Search by name or email

All statuses

All contacts 2,635

Contact	Email address	First name	Last name
☐			
☐	Melissa Banks		
☐	vernguss12@yahoo.com		
☐	tjohnson30@ebrschools.org		
☐	tpoolson@mdek12.org		
☐	vburnett@coahoma.k12.ms.us		
☐	toni.harper@hattiesburgpsd.com		
☐	tbryant@marionk12.org		

Show 50

Page 1 of 53

Add new contact

All contacts are required to have an email or SMS number.

Email

mebanks@gafepd.mdek12.org

☒ I have permission to email this contact (required)

SMS number

+1 (000) 000-0000

First name

Melissa

Last name

Banks

Job title

School District Name

Add or remove fields

Add to list (required)

MSIS Blast

Start typing to find lists

Save and create another

Save

Add/enter additional fields as necessary

The screenshot shows a contact management dashboard. On the left is a sidebar with navigation links: Create, Dashboard, Campaigns, Contacts (selected), Channels, Emails, Social, SMS, Events, Landing pages, Sign-up forms, Audience, Assets, Reporting, Automations, and Integrations. The main area is titled 'Contacts' and displays summary statistics: 'New subscribers (30 days) 15' (with a 1% increase icon), 'Subscribed 2,549', and 'Unsubscribed 86'. A search bar is present with the placeholder 'Search by name or email'. Below this is a table of 'All contacts' (2,635 total). The table has columns for 'Contact', 'Email address', 'First name', and 'Last name'. Several contacts are listed, including 'Melissa Banks' and various email addresses. A red-bordered box is overlaid on the table with the text: 'Select the email list the contact will be added to'. Below this box, another red-bordered box contains the text: 'Allowable lists will prepopulate'. To the right of the main area is a 'Add new contact' form. It includes fields for Email (mebanks@gafepd.mdek12.org), SMS number (+1 (000) 000-0000), First name (Melissa), Last name (Banks), Job title, and School District Name. A checkbox 'I have permission to email this contact (required)' is checked. At the bottom of the form, there is a section 'Add to list (required)' which contains a dropdown menu showing 'MSIS Blast' as the selected option. A red line connects the 'Allowable lists will prepopulate' text box to this dropdown menu. The form also has 'Save and create another' and 'Save' buttons.

Contacts

New subscribers (30 days) 15 ↑1% Subscribed 2,549 Unsubscribed 86 [See more insights](#)

Name or email ▼ Search by name or email Q All statuses

All contacts 2,635

☐	Contact	Email address ↕	First name ↕	Last name ↕
☐	Melissa Banks			
☐	vernguss12@yahoo.com			
☐	tjohnson30@ebrschools.org			
☐	tpoolson@mdek12.org			
☐	vburnett@coahoma.k12.ms.us			
☐	toni.harper@hattiesburgpsd.com			
☐	tbryant@marionk12.org			

Show 50 ▼

Add new contact ×

! All contacts are required to have an email or SMS number.

Email
mebanks@gafepd.mdek12.org

☒ I have permission to email this contact (required)

SMS number
🇺🇸 +1 (000) 000-0000

First name
Melissa

Last name
Banks

Job title

School District Name

[Add or remove fields](#)

Add to list (required)
MSIS Blast × Start typing to find lists ×

[Save and create another](#) [Save](#)



Add Multiple Contacts





OTSS - MSIS Blast

121

Create

Dashboard

Campaigns

Contacts

Channels

Emails

Social

SMS

Events

Landing pages

Sign-up forms

Audience

Assets

Reporting

Automations

Integrations

Contacts

New subscribers (30 days) 15 ↑1% | Subscribed 2,549 | Unsubscribed 86 | [See more insights](#)

Name or email

Search by name or email

All statuses

Add contacts

Add a single contact

Add multiple contacts

Upload from a file

Sync with integrations

All contacts 2,635

	Contact	Email address	First name	Last name	Email status	Source
☐	Melissa Banks	mebanks@mdek12.org	Melissa	Banks	Subscribed	Site Owner
☐	vernguss12@yahoo.com	vernguss12@yahoo.com			Subscribed	Site Owner
☐	tjohnson30@ebrschools.org	tjohnson30@ebrschools.org			Subscribed	Site Owner
☐	tpoolson@mdek12.org	tpoolson@mdek12.org			Subscribed	Site Owner
☐	vburnett@coahoma.k12.ms.us	vburnett@coahoma.k12.ms.us			Subscribed	Site Owner
☐	toni.harper@hattiesburgpsd.com	toni.harper@hattiesburgpsd.com			Subscribed	Site Owner
☐	tbryant@marionk12.org	tbryant@marionk12.org			Subscribed	Site Owner

Show 50

Page 1 of 53



OTSS - MSIS Blast



Create

Dashboard

Campaigns

Contacts

Channels

Emails

Social

SMS

Events

Landing pages

Sign-up forms

Audience

Assets

Reporting

Automations

Integrations

Add multiple contacts

Step 1 of 2

Cancel

Continue

Enter contact details

Paste names and emails

Enter contact details

Email address	First name	Last name	
email@email.com	First name	Last name	
email@email.com	First name	Last name	
email@email.com	First name	Last name	
email@email.com	First name	Last name	
email@email.com	First name	Last name	

+

Manage fields

**Add additional
fields as
necessary**

Manage fields



 OTSS - MSIS Blast 

Create

Dashboard

Campaigns

Contacts

Channels

Emails

Social

SMS

Events

Landing pages

Sign-up forms

Audience

Assets

Reporting

Automations

Integrations

Add multiple contacts

Step 1 of 2

Enter contact details Paste names and emails

Enter contact details

Manage fields

Email address	First name
email@email.com	First name
email@email.com	First name
email@email.com	First name
email@email.com	First name
email@email.com	First name

BASIC FIELDS

☒ Email address

☒ First name

☒ Last name

☐ Job title

☐ Company name

☐ Birthday

☐ Anniversary

+

Create custom field

Check the box
beside the fields
you want to add
to the contact

Uncheck the box
beside the fields you
want to delete

 OTSS - MSIS Blast 

Create

Dashboard

Campaigns

Contacts

Channels

Emails

Social

SMS

Events

Landing pages

Sign-up forms

Audience

Assets

Reporting

Automations

Integrations

Add multiple contacts

Step 1 of 2

Enter contact details Paste names and emails

Enter contact details

Manage fields

☐ Work - Phone

☐ Mobile - Phone

ADDITIONAL FIELDS

☐ Tag

☐ Notes

CUSTOM FIELDS

☐ District Name

☐ School District Name

Email address

First name

Last name

email@email.com

First name

email@email.com

First name

email@email.com

First name

email@email.com

First name

email@email.com

First name

email@email.com

First name

+

Scroll to the
bottom to see
MDE custom
fields

 OTSS - MSIS Blast 

Create

Dashboard

Campaigns

Contacts

Channels

Emails

Social

SMS

Events

Landing pages

Sign-up forms

Audience

Assets

Reporting

Automations

Integrations

Add multiple contacts

Step 1 of 2

Enter contact details

Paste names and emails

Cancel

Continue →

Enter contact details

Manage fields

Email address	First name	Last name	
mebanks@gafepd.mdek12.org	Melissa	Banks	
email@email.com	First name	Last name	
email@email.com	First name	Last name	
email@email.com	First name	Last name	
email@email.com	First name	Last name	



 OTSS - MSIS Blast 

Create

Dashboard

Campaigns

Contacts

Channels

Emails

Social

SMS

Events

Landing pages

Sign-up forms

Audience

Assets

Reporting

Automations

Integrations

Add multiple contacts

Step 1 of 2

Enter contact details Paste names and emails

Enter contact details

Manage fields

Email address	First name	Last name	
mebanks@gafepd.mdek12.org	Melissa	Banks	
email@email.com	First name	Last name	
email@email.com	First name	Last name	
email@email.com	First name	Last name	
email@email.com	First name	Last name	
+			

 OTSS - MSIS Blast 

Create

Dashboard

Campaigns

Contacts

Channels

Emails

Social

SMS

Events

Landing pages

Sign-up forms

Audience

Assets

Reporting

Automations

Integrations

Add multiple contacts

Step 2 of 2

Back Import contacts

Learn about consent

Please be aware that in order to send messages to these contacts, you must confirm consent in order to comply with federal and local laws.

☐ **Email marketing consent** Required
I have [permission](#) to email these contacts.

Get Organized

Add contacts to specific lists or tag them for easy filtering, the choice is yours.

Lists (optional)
We'll automatically create a new list for this upload if you don't select one.

Select or create new list

Instructional Technology

MSIS Blast

My Contacts

**Check the box
indicating you
have permission
to add the
contact**

 OTSS - MSIS Blast 

Create

Dashboard

Campaigns

Contacts

Channels

Emails

Social

SMS

Events

Landing pages

Sign-up forms

Audience

Assets

Reporting

Automations

Integrations

Add multiple contacts

Step 2 of 2

Back Import contacts

Learn about consent

Please be aware that in order to send messages to these contacts, you must confirm consent in order to comply with federal and local laws.

☐ **Email marketing consent** Required

I have [permission](#) to email these contacts.

Get Organized

Add contacts to specific lists or tag them for easy filtering, the choice is yours.

Lists (optional)
We'll automatically create a new list for this upload if you don't select one.

Select or create new list

Instructional Technology

MSIS Blast

My Contacts

Select the email list the contact will be added to

Allowable lists will prepopulate

 OTSS - MSIS Blast 

Create

Dashboard

Campaigns

Contacts

Channels

Emails

Social

SMS

Events

Landing pages

Sign-up forms

Audience

Assets

Reporting

Automations

Integrations

Add multiple contacts

Step 2 of 2

Back **Import contacts**

Learn about consent

Please be aware that in order to send messages to these contacts, you must confirm consent in order to comply with federal and local laws.

☒ **Email marketing consent** Required
I have [permission](#) to email these contacts.

Get Organized

Add contacts to specific lists or tag them for easy filtering, the choice is yours.

Lists (optional)
We'll automatically create a new list for this upload if you don't select one.

MSIS Blast X

Select or create new list

Tags (optional)
Use internal tags to label and filter your contacts.

Select or create new tag



Upload Contacts from a File





OTSS - MSIS Blast

?

Create

Dashboard

Campaigns

Contacts

Channels

Emails

Social

SMS

Events

Landing pages

Sign-up forms

Audience

Assets

Reporting

Automations

Integrations

Contacts

New subscribers (30 days) 15 ↑1% | Subscribed 2,549 | Unsubscribed 86 | [See more insights](#)

Name or email

Search by name or email

Q

All statuses

Add contacts ^

...

Add a single contact

Add multiple contacts

Upload from a file

Sync with integrations

All contacts 2,635

☐	Contact	Email address ↕	First name ↕	Last name ↕	Email status	Source ↕
☐	Melissa Banks	mebanks@mdek12.org	Melissa	Banks	Subscribed	Site Owner
☐	vernguss12@yahoo.com	vernguss12@yahoo.com			Subscribed	Site Owner
☐	tjohnson30@ebrschools.org	tjohnson30@ebrschools.org			Subscribed	Site Owner
☐	tpoolson@mdek12.org	tpoolson@mdek12.org			Subscribed	Site Owner
☐	vburnett@coahoma.k12.ms.us	vburnett@coahoma.k12.ms.us			Subscribed	Site Owner
☐	toni.harper@hattiesburgpsd.com	toni.harper@hattiesburgpsd.com			Subscribed	Site Owner
☐	tbryant@marionk12.org	tbryant@marionk12.org			Subscribed	Site Owner

Show 50

←

Page 1 of 53

→

Create

Import contacts 1. Upload 2. Map fields 3. Finalize [Watch tutorial](#) [Cancel](#) [Continue](#)

Upload your file

Drop file to upload
Accepted file formats: .csv, .xls, .xlsx, .vcf, & .txt

[Upload](#)

[Download](#) example file to get started.

Not sure your file is ready? Learn how to [prepare your file](#).

Only US phone numbers are supported for text message marketing.

Existing contacts will be merged if they have the same email address.

Download a premade file template or learn how to create your own

Home Insert Draw Page Layout Formulas Data Review View Automate Acrobat

Paste

Aptos Narrow (Bod... 12 A A

B I U

General

Conditional Formatting Insert

Format as Table Delete

Cell Styles Format

Editing

C31

	A	B	C	D	E
1	First Name	Last Name	Job Title	District Name	Email Address
2	Angela	Hicks	Chief Financial Officer	Newton Municipal School District	adhicks@nmsd.edu
3	Stacie	Collins	Assistant Superintendent	Philadelphia Public School District	
4	Senethia	Ingram	Director of Operations	Ambition Preparatory Charter School	
5	Sarah	Bailey	Superintendent	Hollandale	
6	Shatwana	King	School Counselor	Louisville Municipal School District	
7	Towanda	Mangrum	MSIS Primary	North Panola School District	
8	Terry	Volz	Accountant/ MSIS Primary	Ms Schools for the Deaf and Blind	
9	Kendrick	Smith	Principal	Tunica County School	
10	Jimmy	Flake	Assistant Superintendent	Pontotoc County	
11	Virginia	Nowell	Receptionist	Petal	virginia.nowell@petaischools.com
12					
13					
14					

**Column headers
correspond to contact
information fields**



 OTSS - MSIS Blast 

Create

Dashboard

Campaigns

Contacts

Channels

Emails

Social

SMS

Events

Landing pages

Sign-up forms

Audience

Assets

Reporting

Automations

Integrations

Import contacts

1. Upload

2. Map fields

3. Finalize

Watch tutorial

Cancel

Continue

Upload your file

Drop file to upload

Accepted file formats: .csv, .xls, .xlsx, .vcf, & .txt

Upload

 [Download](#) example file to get started.

 Not sure your file is ready? Learn how to [prepare your file](#).

 Only US phone numbers are supported for text message marketing.

 Existing contacts will be merged if they have the same email address.



Import contacts 1. Upload 2. Map fields 3. Finalize [Watch tutorial](#) [Cancel](#) [Continue](#)

Upload your file

Drop file to upload
Accepted file formats: .csv, .xls, .xlsx, .vcf, & .txt

[Upload](#)

[Download](#) example file to get started.

Not sure your file is ready? [Learn more](#)

Only US phone numbers are supported for text message marketing.

Existing contacts will be merged if they have the same email address.

Drag & drop the file or select “Upload” to open your computer’s file library

Import contacts ✓ Upload — 2. Map fields — 3. Finalize [Watch tutorial](#) [Cancel](#) [Continue](#)

Upload your file

✓ **cc import.xlsx** (9.85KB)

Accepted file formats: .csv, .xls, .xlsx, .vcf, & .txt

[Replace file](#)

[Download](#) example file to get started.

Not sure your file is ready? Learn how to [prepare your file](#).

Only US phone numbers are supported for text message marketing.

Existing contacts will be merged if they have the same email address.

Import contacts ✓ Upload 2. Map fields 3. Finalize Watch tutorial Back Continue

Mapping the fields in your file "cc import.xlsx" (9.85KB)

✓ We found 10 contacts to import
All columns in your file were automatically mapped.

5 / 5 columns mapped ✓

File column	Preview data ⓘ	Status	Constant Contact field
First Name	Angela, Stacie, Senethia, Sarah, Shatwanda, ...	✓	First name × ▾
Last Name	Hicks, Collins, Ingram, Bailey, King, ...		
Job Title	Chief Financial Officer, Assistant Superintendent, Director of Operations,		

Constant Contact will map column headers in the file to contact fields.

Users can change the contact field if it is incorrect.

 OTSS - MSIS Blast 

Create

Dashboard

Campaigns

Contacts

Channels

Emails

Social

SMS

Events

Landing pages

Sign-up forms

Audience

Assets

Reporting

Automations

Integrations

Import contacts

Upload

2. Map fields

3. Finalize

Watch tutorial

Back

Continue

 We found 10 contacts to import

All columns in your file were automatically mapped.

5 / 5 columns mapped 

File column	Preview data 	Status	Constant Contact field
First Name	Angela, Stacie, Senethia, Sarah, Shatwana, ...		First name  
Last Name	Hicks, Collins, Ingram, Bailey, King, ...		Last name  
Job Title	Chief Financial Officer, Assistant Superintendent, Director of Operations, ...		Job title  

 OTSS - MSIS Blast 

Create

Dashboard

Campaigns

Contacts

Channels

Emails

Social

SMS

Events

Landing pages

Sign-up forms

Audience

Assets

Reporting

Automations

Integrations

Import contacts

Upload

Map fields

3. Finalize

Watch tutorial

Back

Import

Finalize your file cc import.xlsx (9.85KB)

Permissions

Do you have permission to email contacts?

☒



Email marketing consent

Required

I have permission to email these contacts.

Get organized

Add contacts to specific lists or tag them for easy filtering, the choice is yours.

Lists (optional)
We'll automatically create a new list for this upload if you don't select one.

MSIS Blast

X

Select or create new list

Tags (optional)
Use internal tags to label and filter your contacts.

Select or create new tag

Check the box
indicating you
have permission
to add the
contact

 OTSS - MSIS Blast 

Create

Dashboard

Campaigns

Contacts

Channels

Emails

Social

SMS

Events

Landing pages

Sign-up forms

Audience

Assets

Reporting

Automations

Integrations

Import contacts

Upload

Map fields

3. Finalize

Watch tutorial

Back

Import

Finalize your file cc import.xlsx (9.85KB)

Permissions

Do you have permission to email contacts?

☒  **Email marketing consent** Required
I have permission to email these contacts.

Get organized

Add contacts to specific lists or tag them for easy filtering, the choice is yours.

Lists (optional)
We'll automatically create a new list for this upload if you don't select one.

MSIS Blast X

Select or create new list

Tags (optional)
Use internal tags to label and filter your contacts.

Select or create new tag

Select the email list the contact will be added to

Allowable lists will prepopulate

The screenshot displays a contact management dashboard. On the left is a sidebar with navigation links: Dashboard, Campaigns, Contacts (selected), Channels, Emails, Social, SMS, Events, Landing pages, Sign-up forms, Audience, Assets, Reporting, Automations, and Integrations. The main content area is titled 'Contacts' and shows summary statistics: 'New subscribers (30 days) 15' (with a green up arrow and 1%), 'Subscribed 2,549', and 'Unsubscribed 86'. A search bar is present with the placeholder 'Name or email' and a dropdown arrow. A green notification box at the top right states 'Import complete. 10 contacts were added.' with a close button. Below this, a table lists 'All contacts' (2,635 total). The table has columns for 'Contact', 'Email address', 'First name', and 'Last name'. The first three rows are partially visible. The last three rows show additional columns: 'Subscribed' (all green) and 'Site Owner' (all 'Site Owner'). At the bottom, there is a 'Show 50' dropdown, a 'Page 1 of 53' indicator, and navigation arrows.

Contacts

New subscribers (30 days) 15 ↑1% | Subscribed 2,549 | Unsubscribed 86 | [See more insights](#)

Name or email ▼ Search by name or email

All contacts 2,635

☐	Contact	Email address ↕	First name ↕	Last name		
☐	Melissa Banks	mebanks@mdek12.org	Melissa	Banks		
☐	vernguss12@yahoo.com	vernguss12@yahoo.com				
☐	tjohnson30@ebrschools.org	tjohnson30@ebrschools.org				
☐	tpoolson@mdek12.org	tpoolson@mdek12.org				
☐	vburnett@coahoma.k12.ms.us	vburnett@coahoma.k12.ms.us			Subscribed	Site Owner
☐	toni.harper@hattiesburgpsd.com	toni.harper@hattiesburgpsd.com			Subscribed	Site Owner
☐	tbryant@marionk12.org	tbryant@marionk12.org			Subscribed	Site Owner

Show 50 ▼ Page 1 of 53

Import message will appear.





Maintain Contact List



**TIP**

Contacts should be monitored to remove emails with bounced or undeliverable messages after each email campaign



 OTSS - MSIS Blast 

1

Create

Dashboard

Campaigns

Contacts

Channels

Emails

Social

SMS

Events

Landing pages

Sign-up forms

Audience

Assets

Reporting

Automations

Integrations

Campaigns

Single-channel Multi-channel **New** Calendar view

Campaigns Status Last modified Folders

Search campaigns

☐		Test 1 Draft Email • Created yesterday at 7:39pm CDT	Edit	...
☐		Accreditation Edits - test Draft Email • Created yesterday at 10:45pm CDT	Edit	...
☐		Accreditation Edits Sent Email • Sent Fri at 9:13am CDT 2,267 sends • 1,067 (52%) opens • 55 (3%) clicks • 201 (9%) bounces • 0 (0%) unsubscribes	Copy	...
☐		Cohort MI Bug Fix Sent Email • Sent Oct 22, 2025 at 1:07pm CDT 2,268 sends • 1,100 (53%) opens • 15 (1%) clicks • 196 (9%) bounces • 1 (1%) unsubscribe	Copy	...



 LOGGED IN OTSS - MSIS Blast ?

[Create](#)

[Dashboard](#) [Campaigns](#) [Contacts](#) [Channels](#) [Emails](#) [Social](#) [SMS](#) [Events](#) [Landing pages](#) [Sign-up forms](#) [Audience](#) [Assets](#) [Reporting](#) [Automations](#) [Integrations](#)

Campaigns

[Single-channel](#) [Multi-channel](#) [New](#) [Calendar view](#)

[Campaigns](#) [Status](#) [Last modified](#) [Folders](#)

☐		Test 1 Draft Email • Created yesterday at 7:39pm CDT	Edit ...
☐		Accreditation Edits - test Draft Email • Created yesterday at 10:45pm CDT	Edit ...
☐		Accreditation Edits Sent Email • Sent Fri at 9:13am CDT 2,267 sends • 1,067 (52%) opens • 55 (3%) clicks • 201 (9%) bounces • 0 (0%) unsubscribes	Copy ...
☐		Cohort MI Bug Fix Sent Email • Sent Oct 22, 2025 at 1:07pm CDT 2,268 sends • 1,100 (53%) opens • 15 (1%) clicks • 196 (9%) bounces • 1 (1%) unsubscribe	Copy ...

2

Review send details



Campaigns

Single-channel Multi-channel **New** Calendar view

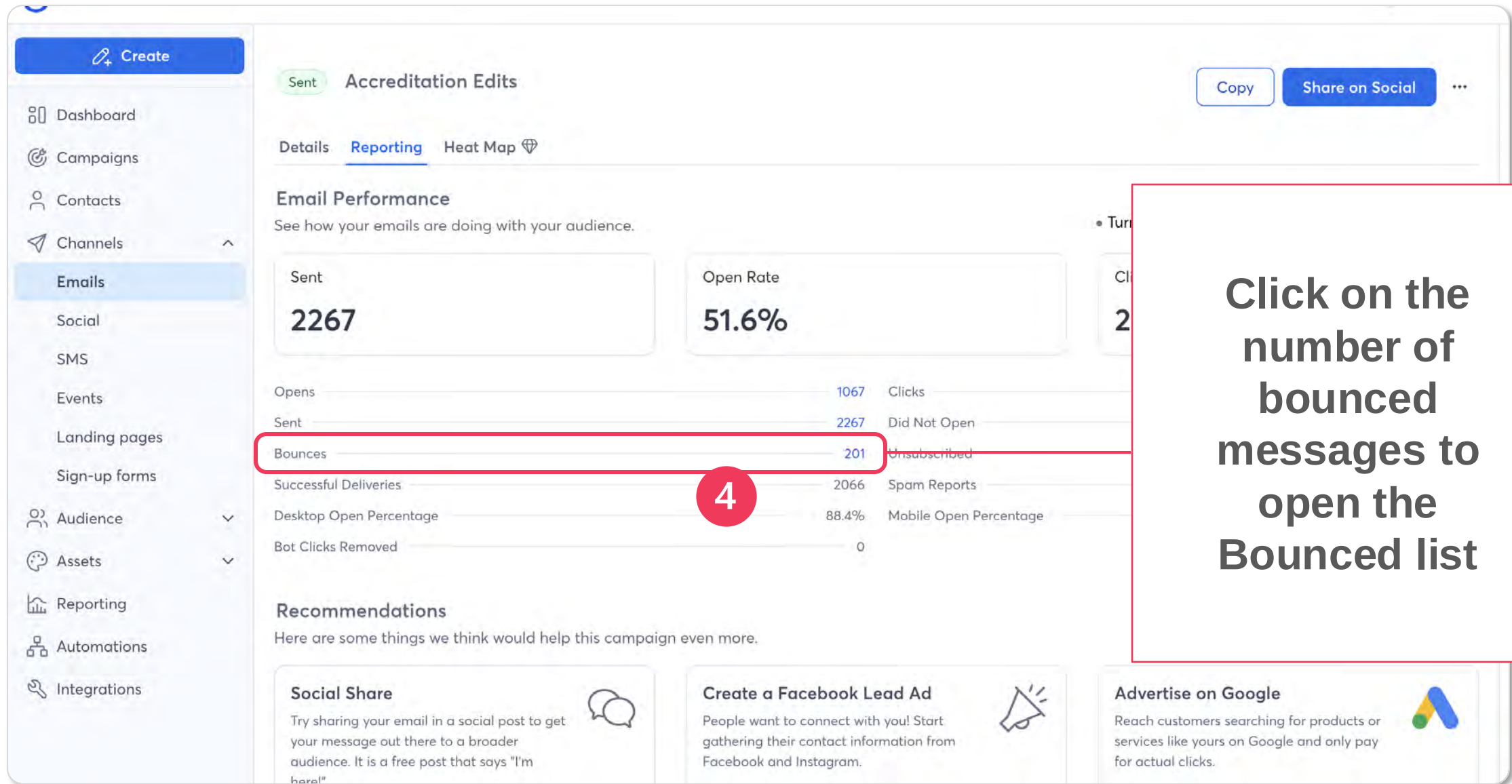
Campaigns Status Last modified Folders

Search campaigns

☐		Test 1 Draft Email • Created yesterday at 7:39pm CDT	Edit ...
☐		Accreditation Edits - test Draft Email • Created yesterday at 10:45pm CDT	
☐		Accreditation Edits Sent Email • Sent Fri at 9:13am CDT 2,267 sends • 1,067 (52%) opens • 55 (3%) clicks • 201 (9%) bounces • 0 (0%) unsubscribes	
☐		Cohort MI Bug Fix Sent Email • Sent Oct 22, 2025 at 1:07pm CDT 2,268 sends • 1,100 (53%) opens • 15 (1%) clicks • 196 (9%) bounces • 1 (1%) unsubscribe	

Click on the
campaign name
to learn more
details about the
performance





[+ Create](#)

- Dashboard
- Campaigns
- Contacts
- Channels
 - Emails
 - Social
 - SMS
 - Events
 - Landing pages
 - Sign-up forms
- Audience
- Assets
- Reporting
- Automations
- Integrations

[← Back to Email Details](#)

Accreditation Edits

Sent Fri, Oct 24, 2025[Export Contacts](#)

8.9%
Bounce Rate

9%
Average Bounce Rate

9%
Industry Average

201 Items

Bounced ▾

All types ▾

☐	Email address			Bounce type	
☐	dworley0000@hotmail.com			Mailbox full	...
☐	scoon@mdek12.org			Mailbox full	...
☐	don505@rcsd.ms			Vacation / Auto-reply	...
☐	bbj3656@jcsd.ms	Brittany	Bailey	Vacation / Auto-reply	...
☐	vanessa.smith@mdoc.state.ms.us	Vanessa	Smith	Blocked	...
☐	pschinn@masd.k12.ms.us			Vacation / Auto-reply	...
☐	kpatterson@benton.k12.ms.us			Vacation / Auto-reply	...
☐	eclark@iackson.k12.ms.us			Suspended	Watch Video ...

Review the Bounced list





OTSS - MSIS

Create

Dashboard

Campaigns

Contacts

Channels

Emails

Social

SMS

Events

Landing pages

Sign-up forms

Audience

Assets

Reporting

Automations

Integrations

← Back to Email Details

Accreditation Edits

Sent Fri, Oct 24, 2025

Export Contacts

8.9% Bounce Rate

9% Average Bounce Rate

9% Industry Average

201 Items Bounced All types

Filter by email address or name

	Email address	First name	Last name	Bounce type	
☐	dworley0000@hotmail.com			Mailbox full	...
☐	scoon@mdek12.org			Mailbox full	...
☐	don505@rcsd.ms			Vacation / Auto-reply	...
☐	bbj3656@jcsd.ms			Vacation / Auto-reply	...
☐	vanessa.smith@mdoc.state.ms.us			Blocked	...
☐	pschinn@masd.k12.ms.us			Vacation / Auto-reply	...
☐	kpatterson@benton.k12.ms.us			Vacation / Auto-reply	...
☐	eclark@iackson.k12.ms.us			Suspended	Watch Video ...

Carefully review the Bounce type

Create

[← Back to Campaigns](#)

Accreditation Edits

Sent Fri, Oct 24, 2025

8.9% Bounce Rate

9% Average Bounce Rate

9% Industry Average

1 Item **Bounced** **Non-existent**

Filter by email address

Email address	First name	Bounce type
☐ rmoore@forrestcountyahs.com		Non-existent

Show 50

Non-existent
The contact's Internet Service Provider didn't recognize the email address.

Click on the Bounce type to learn more

**TIP**

**For more information
on all bounce types,
review [Constant Contact's Managing,
Removing, and Preventing Bounced
emails.](#)**



[Create](#)

[Dashboard](#)

[Campaigns](#)

[Contacts](#)

[Channels](#)

 Emails

 Social

 SMS

 Events

 Landing pages

 Sign-up forms

[Audience](#)

[Assets](#)

[Reporting](#)

[Automations](#)

[Integrations](#)

[Back to Campaigns](#)

Accreditation Edits

Sent Fri, Oct 24, 2025

8.9%
Bounce Rate

Average

201 Items Bounced All types

☐ Email address ☒ All types

☐ dworley0000@hotmail.com Recommended for removal

☐ scoon@mdek12.org Non-existent

☐ don505@rcsd.ms Suspended

☐ bbj3656@jcsd.ms Undeliverable

☐ vanessa.smith@nd Blocked

☐ pschinn@masd.k12 Mailbox full

☐ kpatterson@berton Vacation / Auto-reply

☐ eclark@jackson.k12.ms.us Other

Filter the list to those contacts recommended for removal

[Export Contacts](#)

address or name

Last name	Bounce type
	Mailbox full
	Mailbox full
	Vacation / Auto-reply
Bailey	Vacation / Auto-reply
Smith	Blocked
	Vacation / Auto-reply
	Vacation / Auto-reply
	Suspended

[Create](#)

[Dashboard](#)

[Campaigns](#)

[Contacts](#)

[Channels](#)

 Emails

 Social

 SMS

 Events

 Landing pages

 Sign-up forms

[Audience](#)

[Assets](#)

[Reporting](#)

[Automations](#)

[Integrations](#)

[Back to Email Details](#)

Accreditation Edits

Sent Fri, Oct 24, 2025

[Export Contacts](#)

8.9% Bounce Rate

9%

9% Industry Average

201 Items Bounced All types

☐	Email address	First name	
☐	dworley0000@hotmail.com		
☐	scoon@mdek12.org		
☐	don505@rcsd.ms		
☐	bbj3656@jcsd.ms	Brittany	Bailey
☐	vanessa.smith@mdoc.state.ms.us	Vanessa	Smith
☐	pschinn@masd.k12.ms.us		Vacation / Auto-reply
☐	kpatterson@benton.k12.ms.us		Vacation / Auto-reply
☐	eclark@jackson.k12.ms.us		Suspended Watch Video
☐	zcook21em@marionk12.org		Suspended Watch Video

Click the ... for available actions for the contact

- View
- Edit
- Add to list
- Quicksend
- Delete

Contact Details

Vanessa Smith

Email subscribed

Edit contact

Added by you on Jan 14, 2025 • Edited Jan 13, 2025 at 8:55pm CST

Details

Engagement

Notes (0)

Campaign channels

Email address

vanessa.smith@mdoc.state.ms.us

Subscribed by you on Jan 13, 2025 at 8:55pm CST

SMS

This contact hasn't subscribed to text messaging yet. Send them a [sign-up form](#) to opt in.

Basic details

First name

Vanessa

Last name

Smith

Job title

Grants Director

Custom fields

School District Name

Lists

MSIS Blast

Review contact details

MISSISSIPPI
DEPARTMENT OF
EDUCATION

Contact Details

Vanessa Smith

Email subscribed

Added by you on Jan 14, 2025 • Edited Jan 13, 2025 at 8:55pm CST

[Details](#) Engagement Notes (0)

Campaign channels

Email address
vanessa.smith@mdoc.state.ms.us
Subscribed by you on Jan 13, 2025 at 8:55pm CST

SMS
This contact hasn't subscribed to text messaging yet. Send them a [sign-up form](#) to opt in.

Basic details

First name
Vanessa

Last name
Smith

Job title
Grants Director

Custom fields

School District Name

Lists

MSIS Blast

Edit contact

**Edit the contact if
you have a new
email address for
the contact**



Contact Details [X]

Vanessa Smith

Email subscribed [Edit contact] [More]

Added by you on Jan 14, 2025 • Edited Jan 13, 2025 at 8:55pm CST

Details **Engagement** Notes (0)

This shows data for the last 100 emails and 20 SMS sent in the past five years.

Recent activity

Oct 24, 2025

- 9:17am • **Bounced as blocked** • Email • for "Accreditation Edits"
- 9:16am • **Was sent** • Email • "Accreditation Edits"

Oct 22, 2025

- 1:10pm • **Bounced as blocked** • Email • for "Cohort MI Bug Fix"
- 1:10pm • **Was sent** • Email • "Cohort MI Bug Fix"

Oct 21, 2025

- 11:57am • **Bounced as blocked** • Email • for "October Reminders & Bug Fixes"
- 11:57am • **Was sent** • Email • "October Reminders & Bug Fixes"

Oct 13, 2025

- 8:54am • **Bounced as blocked** • Email • for "Month 1 Certification - Overdue"
- 8:53am • **Was sent** • Email • "Month 1 Certification - Overdue"

Oct 10, 2025

- 8:24am • **Bounced as blocked** • Email • for "MSIS: National Board Removals"
- 8:24am • **Was sent** • Email • "MSIS: National Board Removals"
- 8:19am • **Bounced as blocked** • Email • for "Month 1 Certification"
- 8:19am • **Was sent** • Email • "Month 1 Certification"

Review recent engagement for the contact for the history of successful deliveries or emails opened



Contact Details ✕

Vanessa Smith

Email subscribed

Added by you on Jan 14, 2025 • Edited Jan 13, 2025 at 8:55pm CST

Details Engagement Notes (0)

This shows data for the last 100 emails and 20 SMS sent in the past five years.

Recent activity

Oct 24, 2025

- 9:17am • **Bounced as blocked** • Email • for "Accreditation Edits"
- 9:16am • **Was sent** • Email • "Accreditation Edits"

Oct 22, 2025

- 1:10pm • **Bounced as blocked** • Email • for "Cohort MI Bug Fix"
- 1:10pm • **Was sent** • Email • "Cohort MI Bug Fix"

Oct 21, 2025

- 11:57am • **Bounced as blocked** • Email • for "October Reminders & Bug Fixes"
- 11:57am • **Was sent** • Email • "October Reminders & Bug Fixes"

Oct 13, 2025

- 8:54am • **Bounced as blocked** • Email • for "Month 1 Certification - Overdue"
- 8:53am • **Was sent** • Email • "Month 1 Certification - Overdue"

Oct 10, 2025

- 8:24am • **Bounced as blocked** • Email • for "MSIS: National Board Removals"
- 8:24am • **Was sent** • Email • "MSIS: National Board Removals"
- 8:19am • **Bounced as blocked** • Email • for "Month 1 Certification"
- 8:19am • **Was sent** • Email • "Month 1 Certification"

**Click the ...
for available actions
for the contact**



Contact Details

Vanessa Smith

Email subscribed

Added by you on Jan 14, 2025 • Edited Jan 13, 2025 at 8:55pm CST

[Details](#) [Engagement](#) [Notes \(0\)](#)

Campaign channels

Email address
vanessa.smith@mdoc.state.ms.us
Subscribed by you on Jan 13, 2025 at 8:55pm CST

SMS
This contact hasn't subscribed to text messaging yet. Send them a [sign-up form](#) to opt in.

Basic details

First name
Vanessa

Last name
Smith

Job title
Grants Director

Custom fields

School District Name

Lists

Unsubscribe from your list
(unable to receive emails while retaining their contact and engagement history for reporting purposes)

Deleting contact
(removes the contact and all their history from your account)



Do's & Don'ts



TIP

Do NOT use SMS text for contacts

Do NOT use Constant Contact's AI feature

✦ Write with AI



**TIP**

DO use recommended best practices

DO use the MDE-branded template

Do NOT create your own template



**TIP**

DO update/refresh your contacts yearly

DO review your send statistics after each email campaign



Help Desk

mdenet@mdek12.org

Request a new account, technical assistance,
support with contact lists, etc.



Melissa Banks

Director of Data Use &
Professional Learning

mebanks@mdek12.org

mdek12.org



MISSISSIPPI
DEPARTMENT OF
EDUCATION

