





Messages on eVaka

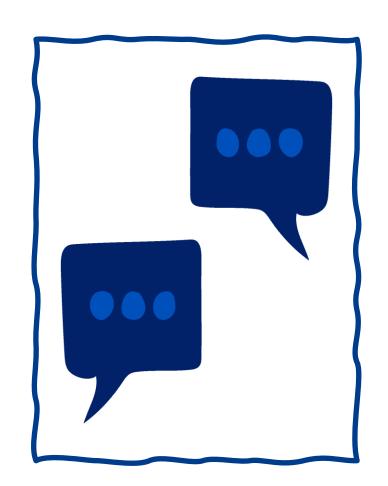






These instructions show how guardians can use the Messages function.





The eVaka Messages function is used for all communications related to early childhood education. Guardians can send messages and receive messages and bulletins. The unit may also send urgent messages.

You will receive an email notification when a new message / bulletin / urgent message is sent to you via eVaka. You can read the actual message on eVaka.

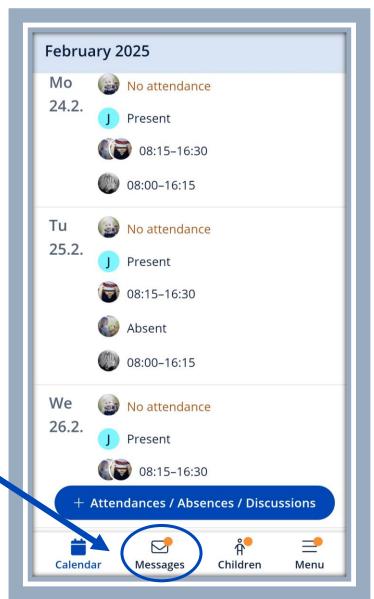
For security reasons, a child's name or topic cannot be added to notifications about new messages. Notifications about bulletins include a subject.



Log in to eVaka at: espoonvarhaiskasvatus.fi



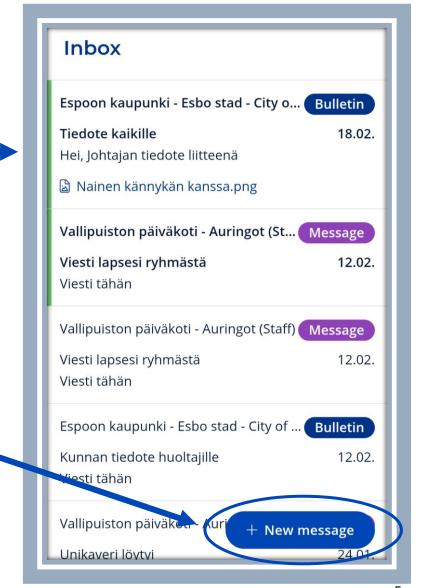




Select 'Messages'.

Unread messages have a green bar on the left-hand side.

To send a new message, select '+ New message'.







Select the children whom the message concerns.

Select the child's group or the director of the early childhood education unit as the recipient.

You can also add the child's other guardian to the message.

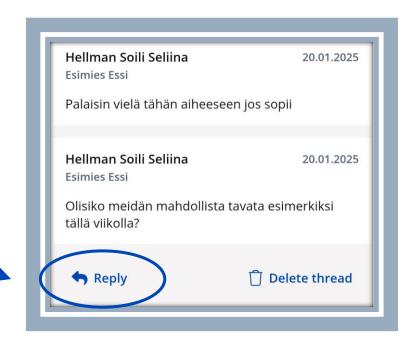
Add a subject.

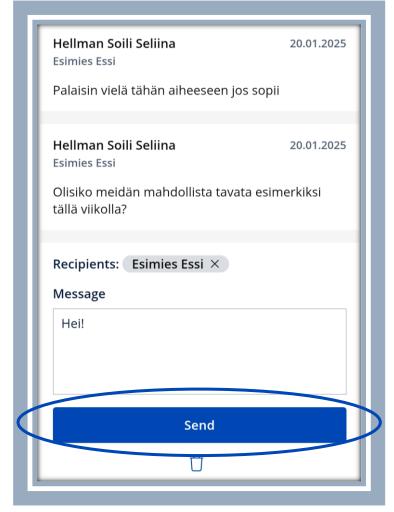
Write your message.

Send Send

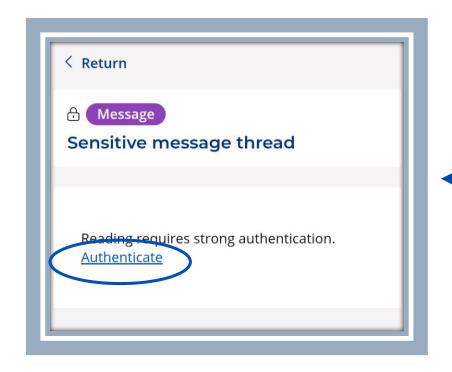


If you want to reply to a message, select 'Reply'.









A special education teacher or the director may send you a sensitive message containing confidential information.

Such messages can only be read through strong identification.



eVal/a