

MBA Teacher Email Install Instructions

- From the MBA website, download the MBA Teacher Email Plugin as well as the MBA Easy Update Plugin (leave as zip files; do not open)
- In PowerSchool, navigate to the Plugin Management Dashboard page
- If the MBA Teacher Email Plugin is currently installed, locate the plugin and select Delete
- If an older version of the MBA Easy Update Plugin is currently installed, locate the plugin and select Delete
- Select Install and Choose File. Select the zip files that were previously downloaded and Install
 - Users that currently have the newest version of the MBA Easy Update Plugin installed, do not need to reinstall the MBA Easy Update zip file
- Enable the MBA Teacher Email Plugin
- Enable the MBA Easy Update Plugin