

## Sending Emails to Members

1. From the Main Menu, select “**About Us**”
2. Then “**Send E-Mail Message**”
3. **Select Recipients**
  - normally you would select “**Members**”
  - you can send to selected members by click on the “Select from Member List” and individually selecting people
  - or you could select by category
  - do not select a category and “Members” as that will send duplicate emails to some individuals
4. **Message Subject** - enter the subject of the email here
5. **Message** - enter your message in the white box. You can also compose your message in Word and copy it over.
6. **Attachments** - attach any files by clicking on the “**Add File**” button
7. When finished, click on “**Send**”

**NOTE: Best to attach files as your last step.**