

Sooner Club E-Mail Tutorial

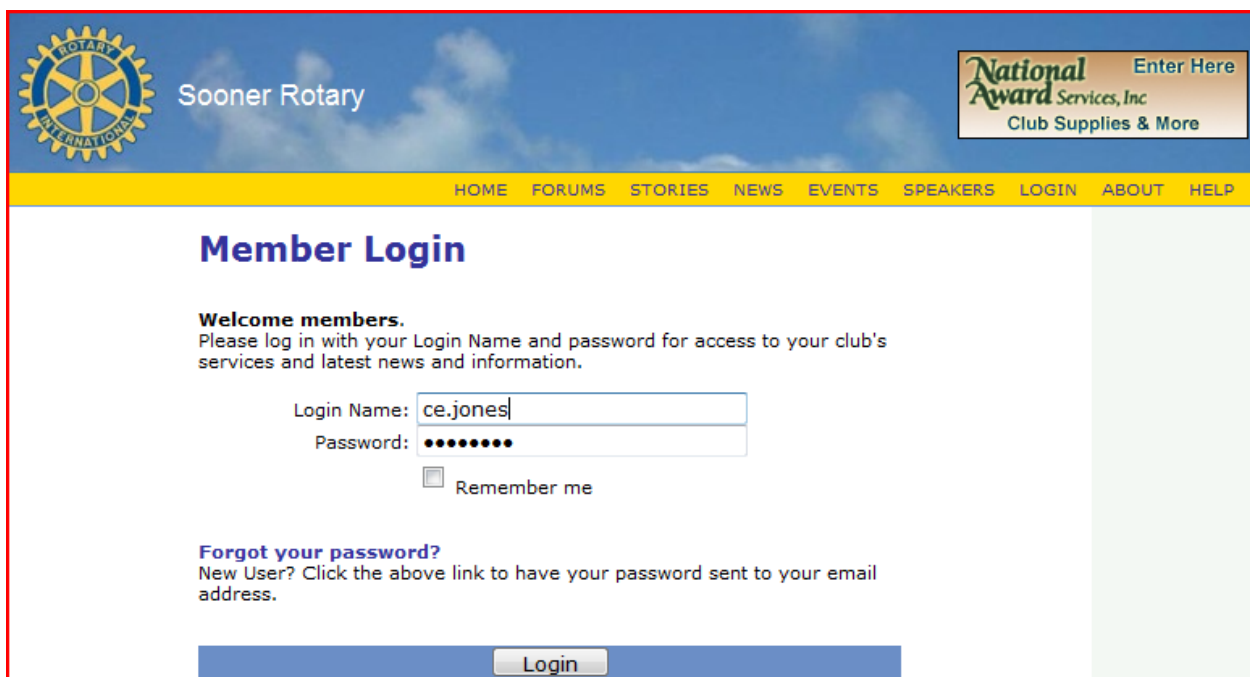
Go to www.soonerrotary.org

In the bar across the top, click the Login Link



Log into the website using your user name and password. If you do not know your user name and password, you can call C.E. Jones at 209-3565 or send him a message to cejones@cox.net.

You can also click the link [Forgot Your Password?](#) To retrieve your password and user name.



Enter your log in name and password.

Click the Login button.

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The first page you'll see is the Admin page.

The area you will work with the most is My ClubRunner in the upper left section of the page.

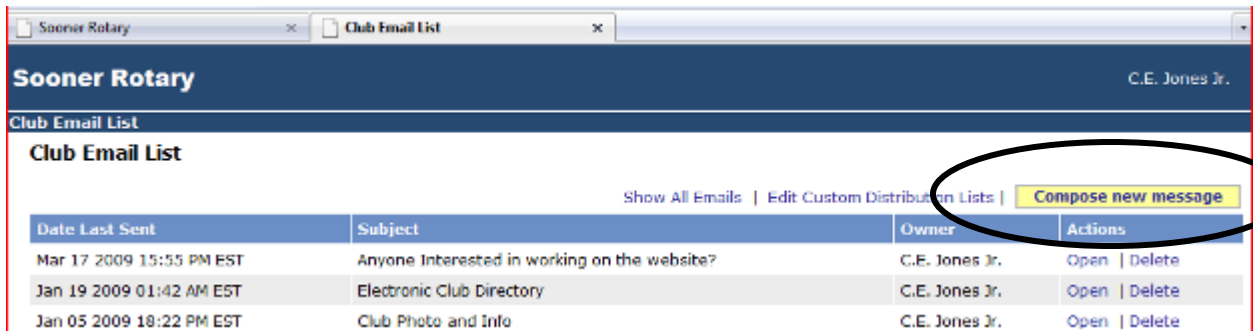
To send an E-Mail message to a person, a group or to all members of the club, first click on Email Message Center in the My ClubRunner section.

If you are using the most recent version of Firefox, the window will open in a new tab. You exit out of the e-mail section by closing the tab.

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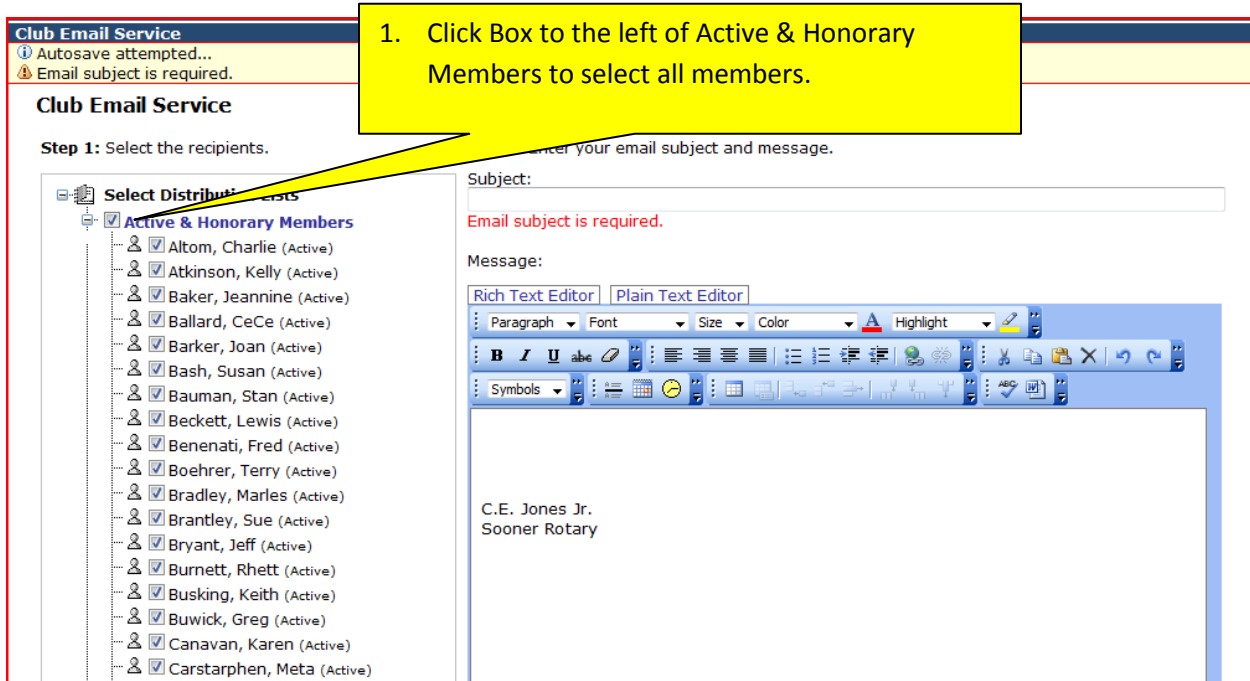
Start your message

Click on Compose new message



This is the Main E-Mail Window

To send to all members, click in the box to the left of Active & Honorary members. To send to specific members, click on the box to the left of their names.



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Sooner Rotary C.E. Jones Jr.

Club Email Service

Club Email Service

Step 1: Select the recipients.

- Select Distribution Lists
 - Active & Honorary Members
 - Other Users
 - Inactive Members
 - Friends
 - Club Presidents
 - President Elects
 - Club Secretaries
 - 2007-2008 Board of Directors (Custom List)
 - 2008-2009 Board of Directors (Custom List)
 - Fellowship Committee (Custom List)
 - Funding Committee (Custom List)
 - Prospective Members (Custom List)
 - Redeemed Members (Custom List)
 - Social Secretary (Custom List)

Step 2: Enter your email subject.

Subject:

Message:

Rich Text Editor | Plain Text Editor

Paragraph Font Size Color Highlight

B *I* U **abc**

Symbols

C.E. Jones Jr.
Sooner Rotary

Step 3 (Optional): Upload attachments to your email.

Attachment - Click [Here](#) to Expand

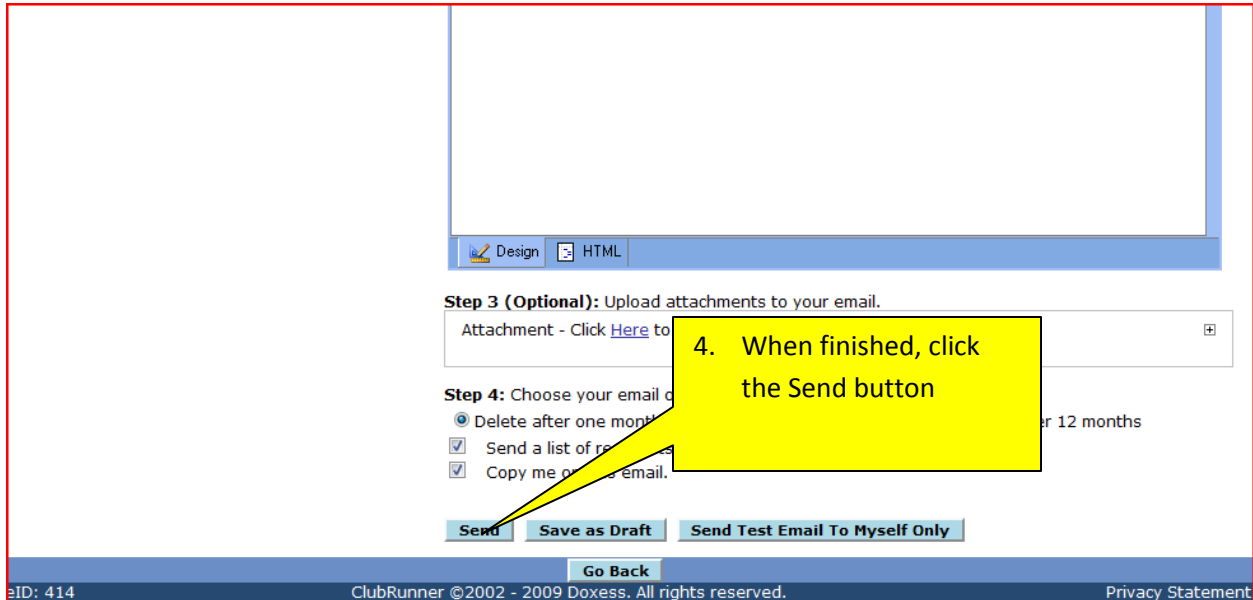
Note: you can also use distribution lists to send to those groups of members.

2. Click in this box and enter Message Subject.

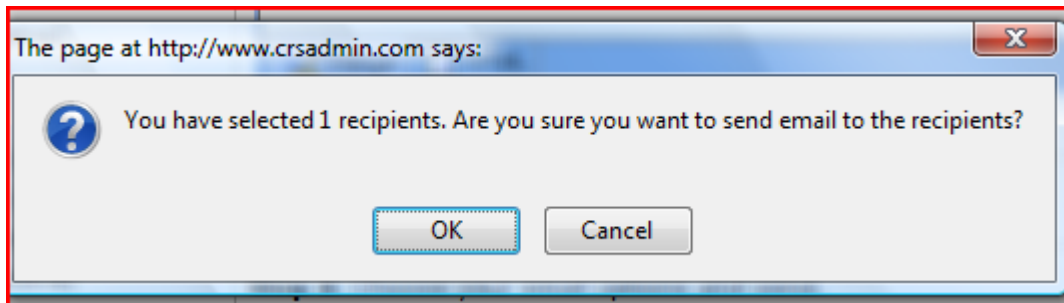
3. Click in this box and enter your Message

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This is the bottom portion of the e-mail window:



When you click the send button, you will see a window pop up informing that you are sending to the number of recipients you have selected. Click OK.

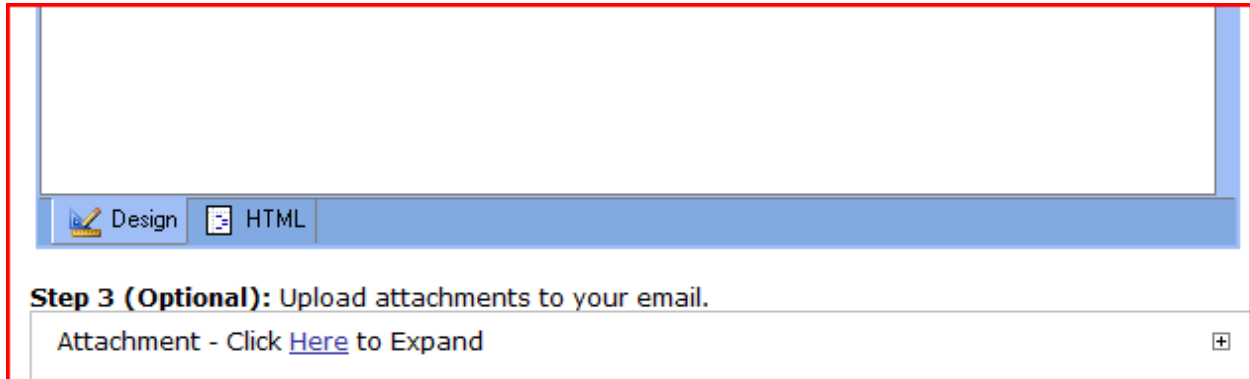


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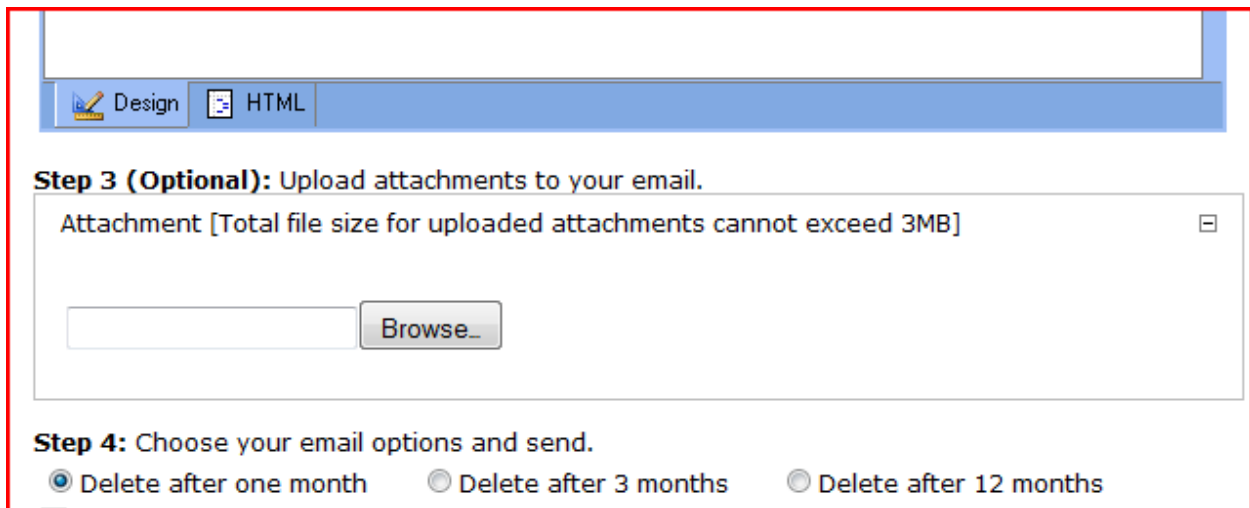
Sending an Attachment.

Here is how you send an attachment with your message.

After you have composed your message (Step 3), click on the link Attachment-Click [Here](#) to Expand at the bottom of the message window next to step 3A.

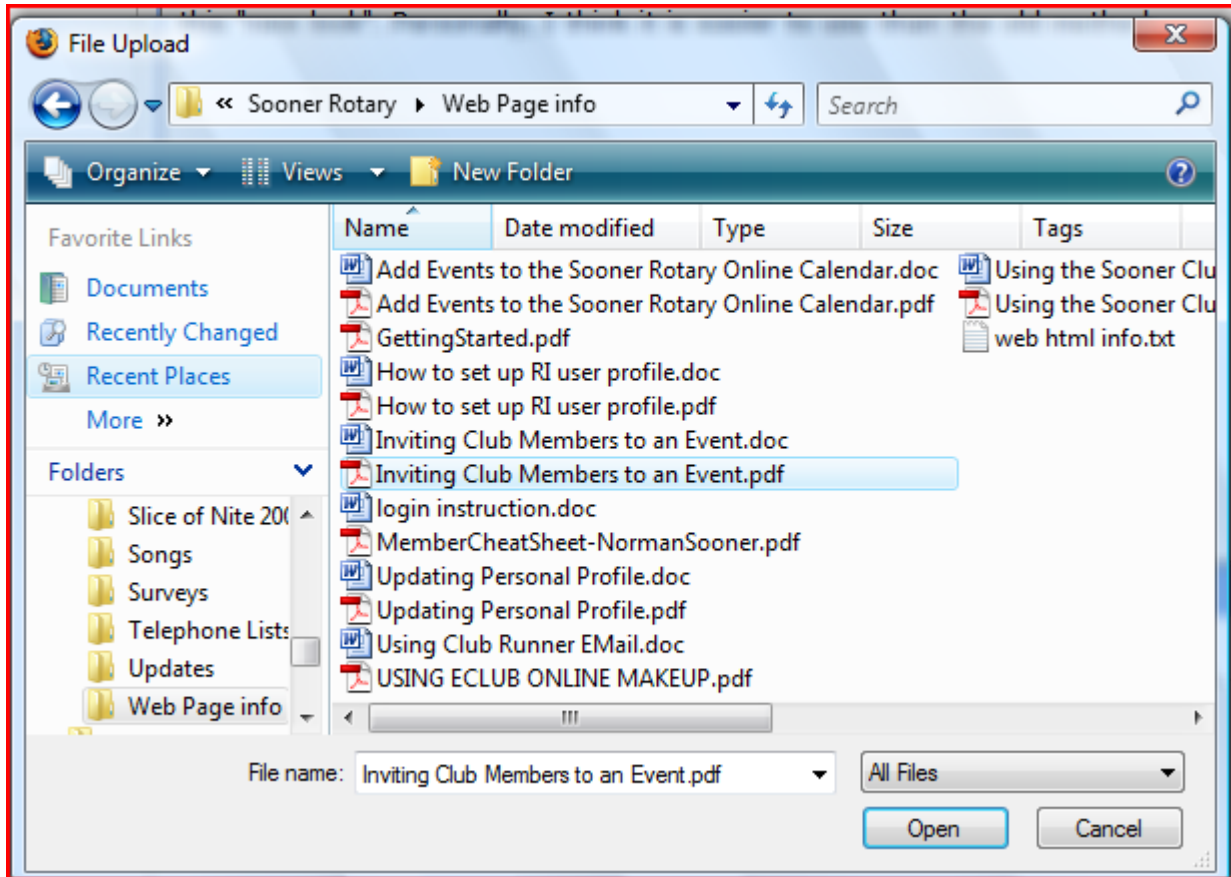


This is how the window looks when you click on the link:



Click the Browse button and navigate to your file.

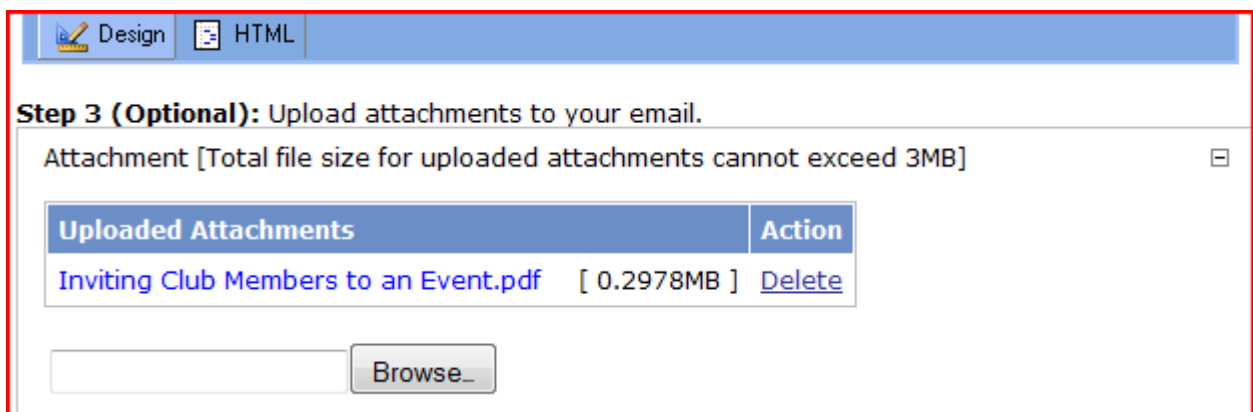
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Click on the file.

Click Open

Once the file is uploaded, you will see this view:



If you find you have selected the wrong file, you can click the delete button to the right and browse to the correct file and upload it.

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If you need to write additional messages, you can return to the main E-Mail window by clicking the Go Back button at the bottom of the window.



If you are finished writing messages, you can return to the admin page by clicking the close button at the bottom of the page

-OR-

If you use Firefox, go to the top of the window and close the tab to return to the admin page.

