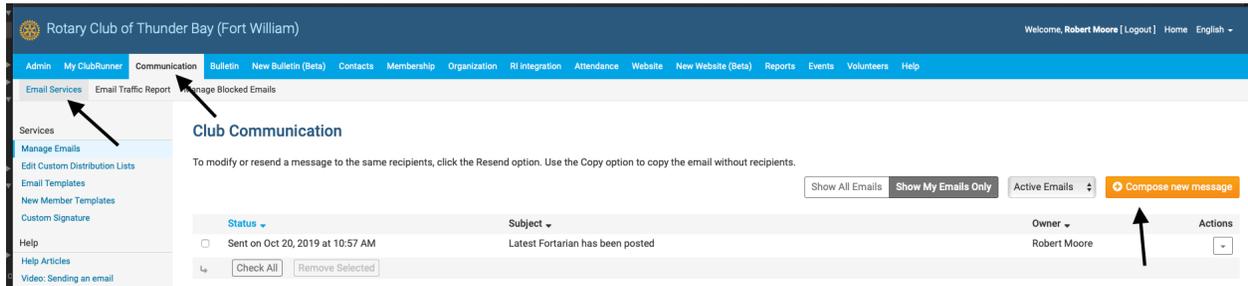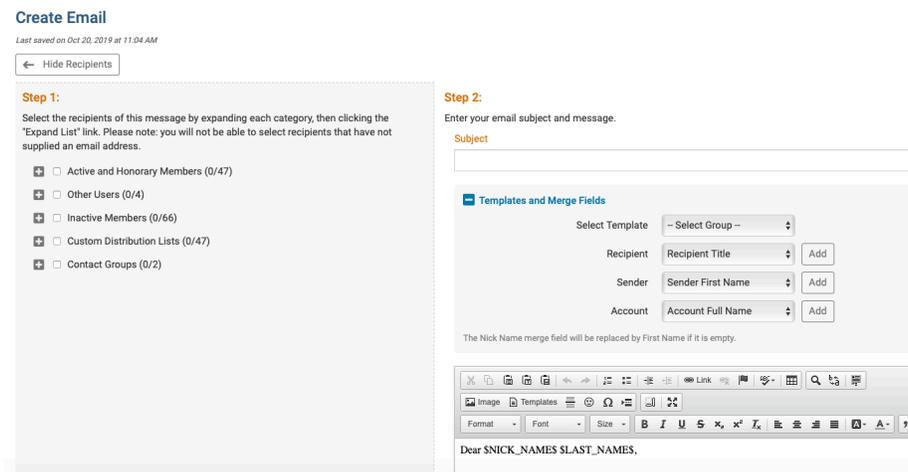**Instructions To Send eMail Notice re Fortarian**

Login to system and click on Member Area.

In the Member Area click on *Communication* in the menu banner (3rd from left) and then click on *Email Services*. *Click on Compose new message*.

A new Create Email window will come up.

A) In *Step 1:* section
- Click on the + sign beside Custom Distribution Lists and click check box beside Fortarian

B) In *Step 2:* section
1. Click on *Select Group* and select *Custom*
2. Click in *Select Template* and select *Fortarian*
3. Click *Insert*
4. Click *OK* in message window that appears

The screen will now look like this

Create Email

← Hide Recipients

Step 1:

Select the recipients of this message by expanding each category, then clicking the "Expand List" link. Please note: you will not be able to select recipients that have not supplied an email address.

[+] ☐ Active and Honorary Members (0/47)

[+] ☐ Other Users (0/4)

[+] ☐ Inactive Members (0/66)

[−] ☑ Custom Distribution Lists (47/47)

    ☑ Fortarian   Expand   (47/47)

[+] ☐ Contact Groups (0/2)

Step 2:

Enter your email subject and message.

Subject

Latest Fortarian has been posted

[−] Templates and Merge Fields

Select Template	Custom ⇕	
	Fortarian ⇕	Insert
Recipient	Recipient Title ⇕	Add
Sender	Sender First Name ⇕	Add
Account	Account Full Name ⇕	Add

The Nick Name merge field will be replaced by First Name if it is empty.

Hi $FIRST_NAME$,

The Fortarian for *insert date* has been posted on our website fwrotary.ca

$SENDER_FIRST_NAME$

5. In the text box replace *insert date* with the appropriate date for the Fortarian.

C) Skip *Step 3 (Optional):* section

D) In *Step 4:* section
- Uncheck *Send a list of recipients as an attachment.*

E) In *Step 5:* section
- Check *Send*

Step 3 (Optional):

Upload attachments to your email.

Select Files For Upload

Maximum 5.00 MB per file
Total attachment size: 0 B/6.00 MB

Step 4:

Choose your email options and send.

☐ Send a list of recipients as an attachment.

☐ Copy me on this email.

Step 5:

You can send the email right now, or click on schedule to choose when you would like to send it.

◉ Send right now

◯ Schedule

Save as Draft   Send to Myself   Send