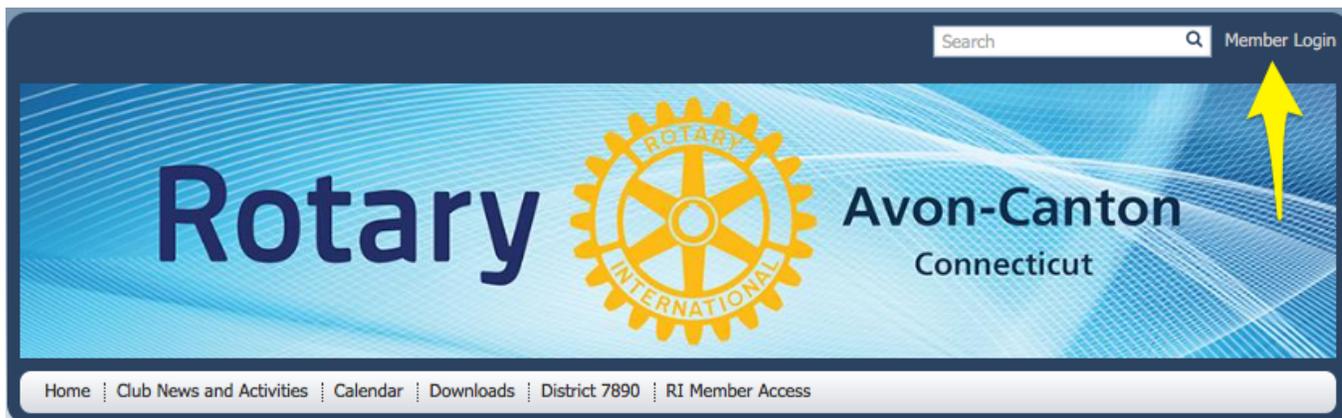


HOW TO USE THE EMAIL CENTER IN CLUBRUNNER

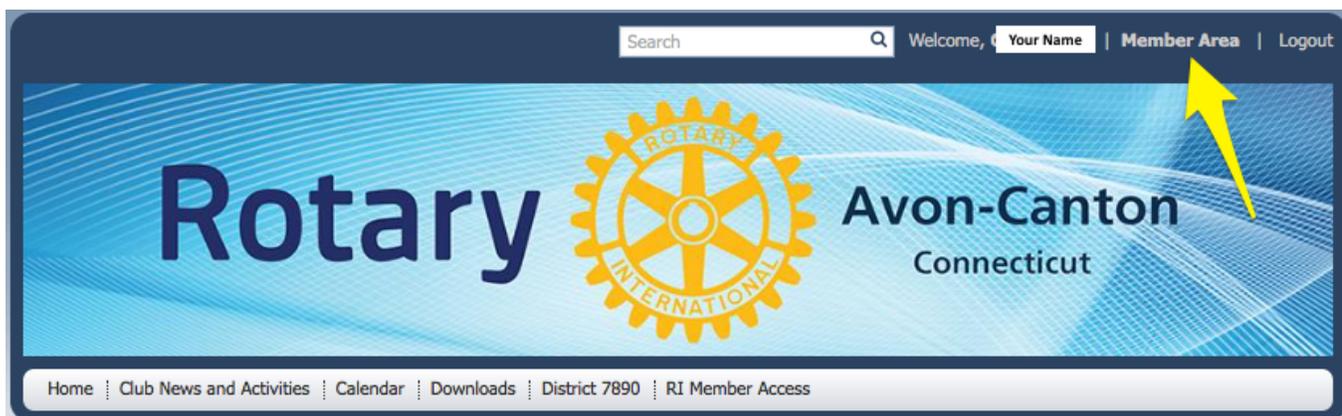
A. Go to the club website in your browser: www.rotaryclubofavon-canton.org



B. Click on Member Login

C. Enter Login and Password

D. Click on Member Area



E. Locate 'Email Message Center' in the My ClubRunner Menu, and Click on it.



F. Click on the orange "Compose new message" button

Club Communication

To modify and resend a message to the same recipients, click the Resend option. To create a duplicate of the email message only, click the Copy Email option. Note that the Resend option will send to the exact same people regardless of any executive assignment changes

Buttons: Show All Emails, Show My Emails Only, **Compose new message**

Search: Show 25 entries

Status ▾	Subject ▾	Owner ▾	Actions
Draft		Gary Miller	Open Delete
Sent on Oct 03, 2014 at 3:08 PM	Sept 19th Board Meeting Minutes	Gary Miller	View Resend Make a Copy Delete
Sent on Sep 25, 2014 at 12:43 PM	Current Member Listing	Gary Miller	View Resend Make a Copy Delete

G. Follow steps 1 to 5 on the next few pages:

Create Email

Last saved on Oct 24, 2014 at 2:48 PM

← 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 (0/60)
- ▶ Other Users (0/0)
- ▶ Inactive Members (0/45)
- ▶ Friends (0/2)
- ▶ Club Executives & Directors (Current Year) (0/166)
- ▶ Custom Distribution Lists (0/139)

Step 2:

Enter your email subject and message.

Select Template: -- Select Group --

Subject:

Insert Mail Merge Fields

Account: Account Full Name

Recipient: Recipient Title

Sender: Sender First Name

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

Message:

Rich text editor toolbar with icons for Cut, Copy, Paste, Undo, Redo, Bold, Italic, Underline, Link, and other formatting options.

Step 1: Check on "Active and Honorary Members"

Step 2: - Enter the "Subject Line"

- Leave the Mail Merge Fields alone unless you need them

Step 2 Continued:

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 (59/60)
- ▶ Other Users (0/0)
- ▶ Inactive Members (0/45)
- ▶ Friends (0/2)
- ▶ Club Executives & Directors (Current Year) (0/166)
- ▶ Custom Distribution Lists (0/139)

Step 2:

Enter your email subject and message.

Select Template: -- Select Group --

Subject:

Type Subject Here *

Insert Mail Merge Fields

Account: Account Full Name Add

Recipient: Recipient Title Add

Sender: Sender First Name Add

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

Message:

The screenshot shows an email editor interface. At the top, there is a toolbar with various icons for editing text, including bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, and insert link. Below the toolbar is a text area with the following content:

Dear \$NICK_NAMES \$LAST_NAMES, <-- Erase this line

Enter text of message here

- Step 2:
- If you are not using the Mail Merge Fields, remove them from the first line in the message.
 - Enter your text in the body of the message.
 - Do not copy text in directly from a Word document. Use the clipboard icon with the W on it to convert from Word to plain text.
 - If you haven't created a signature block, don't forget to enter your name as the sender.
 - The editing tools allow for many formatting options – be very spare with mixing style
 -
 - Proceed to Step 3

Step 3: Attach any files from your computer that you wish to send with the email



Mobile: 860-690-1008

body div div

Total characters: 689/100000

Step 3 (Optional):

Upload attachments to your email.

Total attachment size: 0 B/6.00 MB

Select Files For Upload

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

Step 4: Click the “Copy me on this email” - Otherwise you won’t get a copy in your inbox

Step 5: Click “Send right now” and then “Send”

Note: If you want to send to yourself as a test use the “Send to Myself” button. If the message looks good in your own mailbox, then use the “Send” button to send to all your selected recipients.