

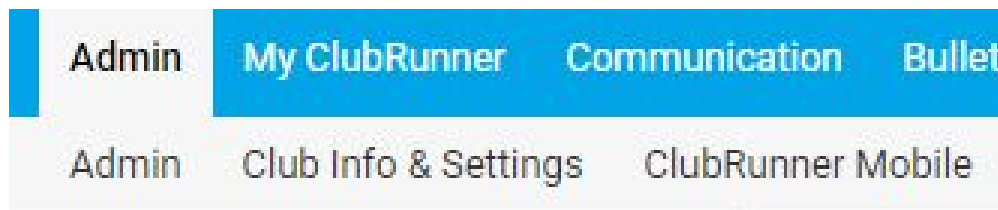
A-Bay Rotary

How to send eMail Message Center - The Basics

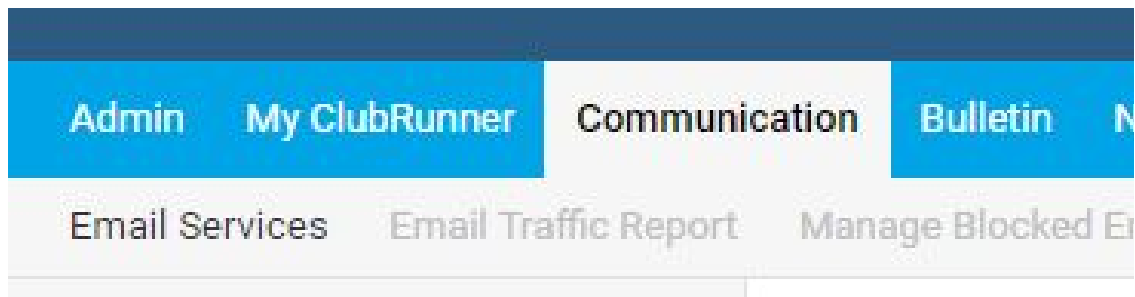
1. Once logged in. Click on **Member Area** on the top right.

A dark blue rectangular button with the text "Member Area" in white, followed by a vertical line and the word "Logout" in white.

2. You are now on the Administration page. Above the Administration heading you will see a number of tabs. Click on the **Communication** tab on the blue menu bar.



3. Click on the **Email Service** tab on the menu bar.



4. To create a new email, click the **Compose new message** button near the right.



5. This will take you the **Create Email** page. From here you can select who you want to send the email to and enter the content of the email.

Step 1: Select the recipients of this message by expanding each category

Please note: you will not be able to select recipients that have not supplied an email address.

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 (0/33)
- ☒ ☐ Other Users (0/0)

To Email **all members** click Checkbox left of **Active and Honorary Members**

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 (32/33)
- ☒ ☐ Other Users (0/0)
- ☒ ☐ Inactive Members (0/8)

Proceed to step 2

To Email **selected members** click on **Expand** Active and/or Honorary Member

Click on ☒ **Active and Honorary Members**

- ☒ ☐ Active and Honorary Members (0/33)
 - ☐ Active [Expand](#) (0/31)
 - ☐ Honorary [Expand](#) (0/2)

Click on Check Box to left of members whom you want to include in Email

Member Name ▼	
<input type="checkbox"/>	Berry, Bill
<input checked="" type="checkbox"/>	Bosco, Frank
<input checked="" type="checkbox"/>	Bradley, Tom
<input type="checkbox"/>	Condino, Heather
<input checked="" type="checkbox"/>	Daily, Ken
<input type="checkbox"/>	Donegan, James

Once selections are made, click on **X** in upper right corner

Active and Honorary Members - Active. Please sel... ✕

Step 2: Enter the **subject** of your email and enter the **body** of your message.

Step 2:

Enter your email subject and message.

Select Template: -- Select Group -- ▼

Subject: ? *

Insert Mail Merge Fields

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.

Message:



The screenshot shows the email composition interface. At the top is a toolbar with various icons for editing the message, including undo, redo, bold, italic, underline, link, unlink, list, and link. Below the toolbar is a text area for the message body. In the text area, there is a small image placeholder showing a cartoon character on a yellow background. The placeholder has a dashed border and a small 'x' icon in the top right corner, indicating it is a link to an external image.

Step 3: Skip

Step 4: Skip

Step 5: Click on **Send** lower right hand corner

Send to Myself

Send