

# **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 white text that reads "Member Area | Logout".

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:



**Step 3: Skip**

**Step 4: Skip**

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

Send to Myself Send