

Sending Messages On District Club Runner

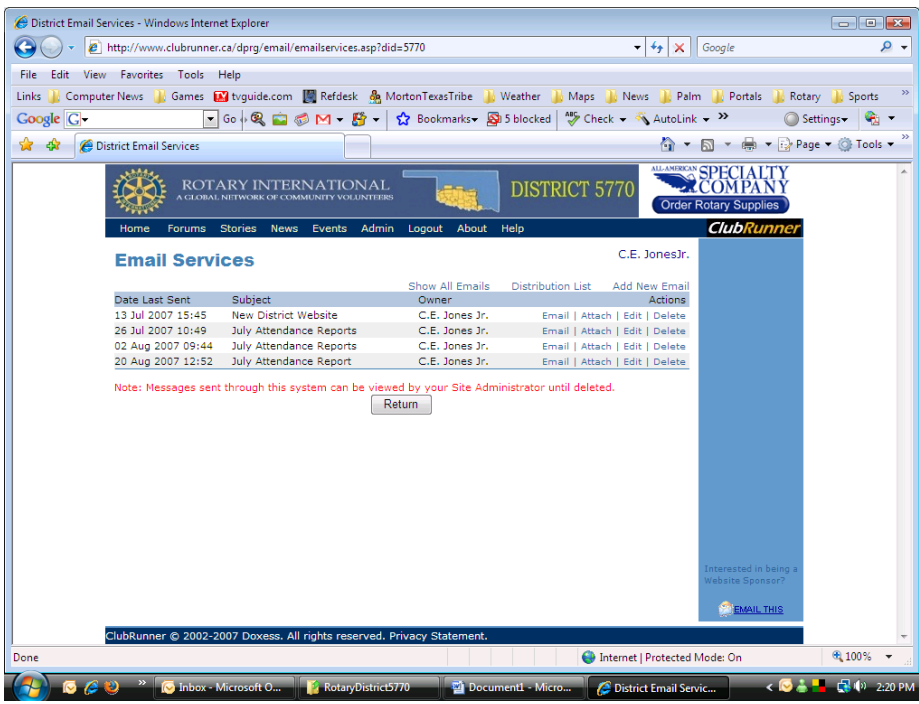
Here's a tutorial on how to send e-mail messages to district and club officers using the new District Club Runner

Logging onto the Website

- First, go to www.rotary5770.org and log in.
- If you do not know your user name and password, click on the link under the Login Button that says new user? Click here. Follow the directions to have your user name and password e-mailed to you.
- If you need help logging in, contact C.E. Jones and he'll help you.
- Once you are logged in, you are taken to the admin page.

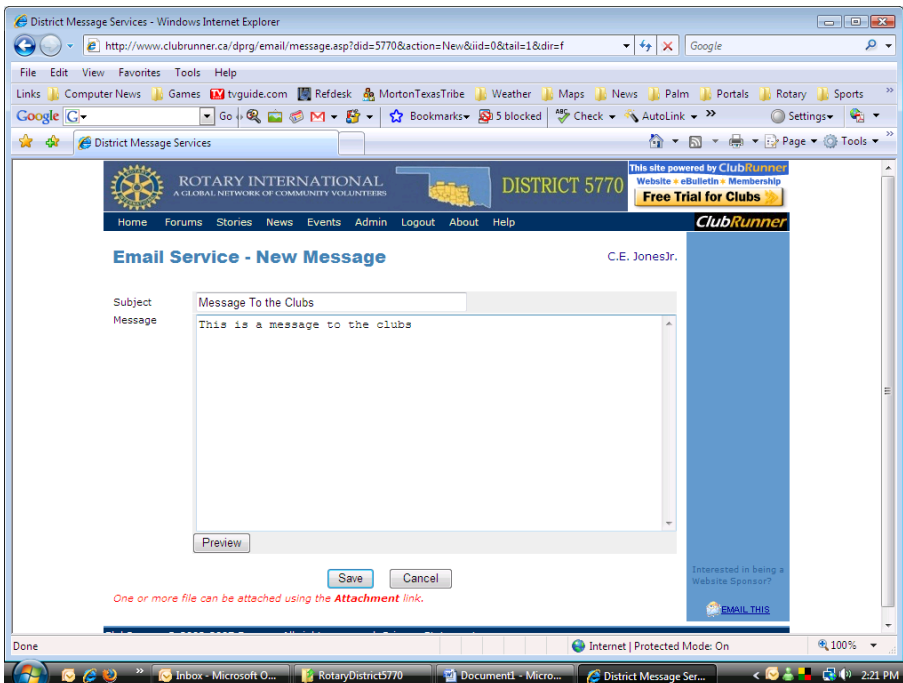


- On the left, you'll see the Communication Services area.
 - Under that you'll see a link that says Email Message Services.
 - Click on that link to go to the E-mail Message Services.
- If you cannot click on the link, contact C.E. Jones at cejones@cox.net to change your permissions so you can use the E-Mail message services.

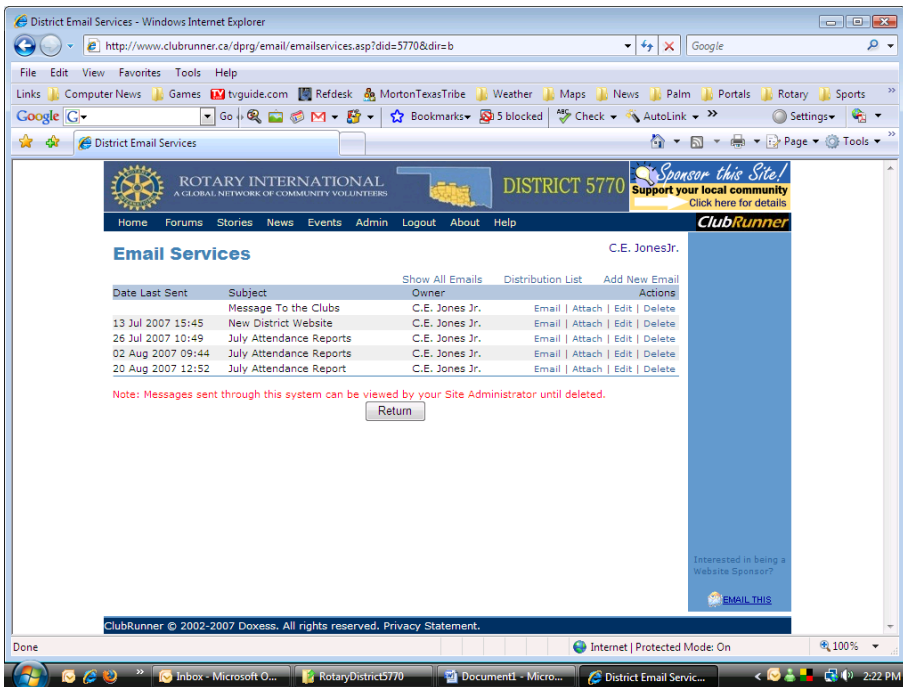


Compose New Message

- Once you are in the Email Services Center, you'll see a link in the upper right that says Add New E-mail.
- Click on the link to compose your new message.



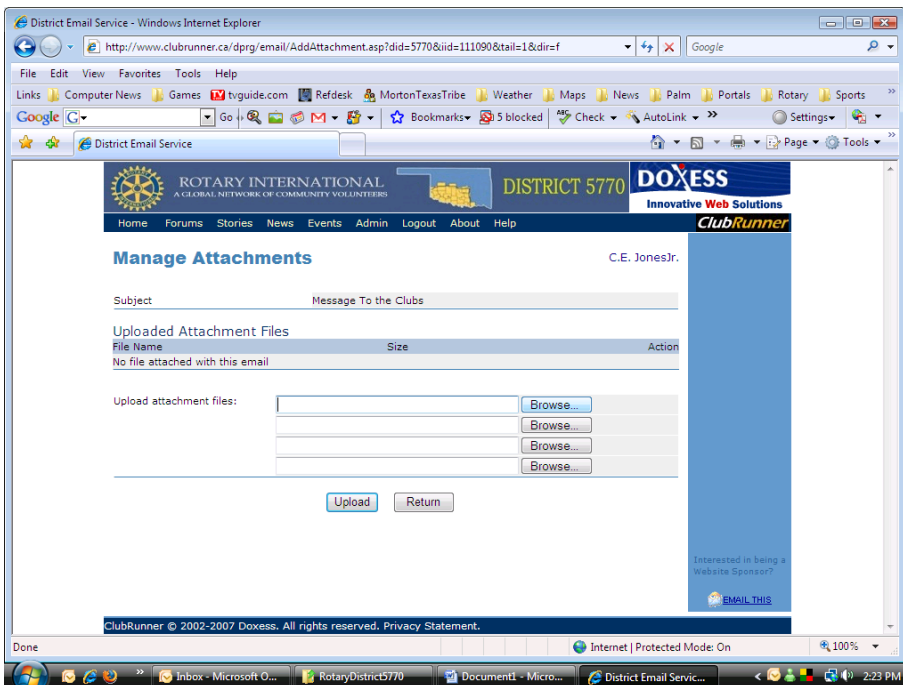
- When you are finished with your message, click the save button.
- This takes you back to the Email Services page.



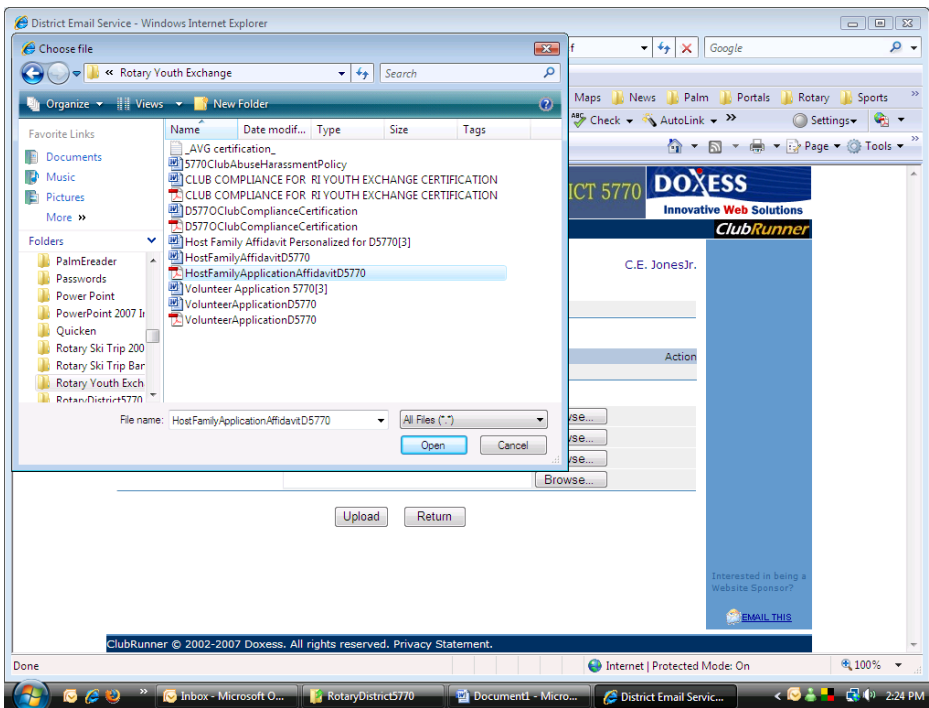
[Click here to Skip Attach file instructions and go to Send Message Instructions](#)

Attach File

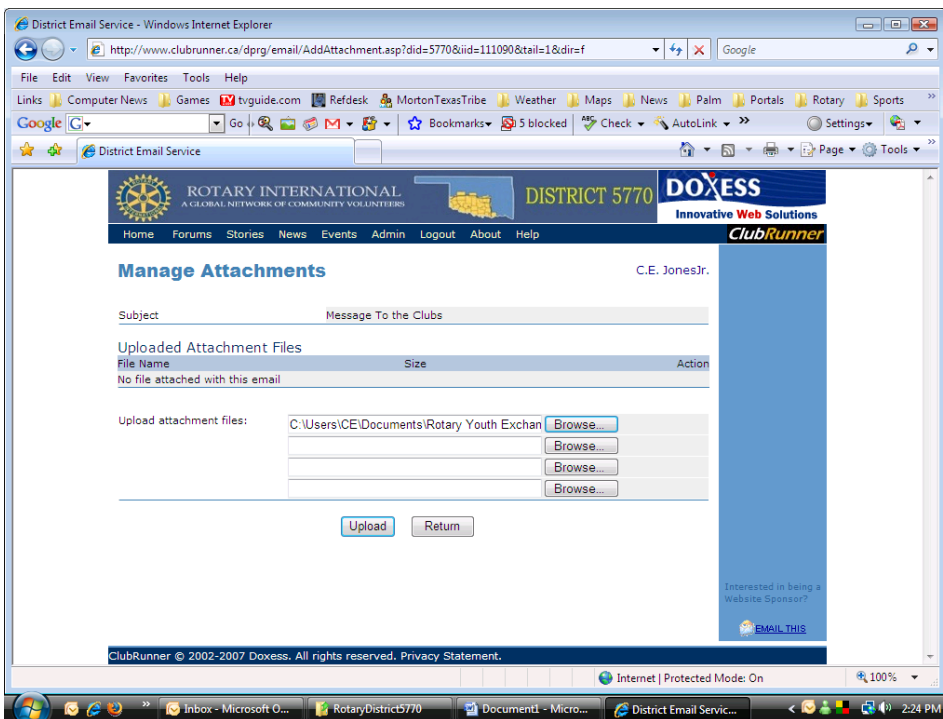
- If you have an attachment you wish to send with the message, click on the Attach link.



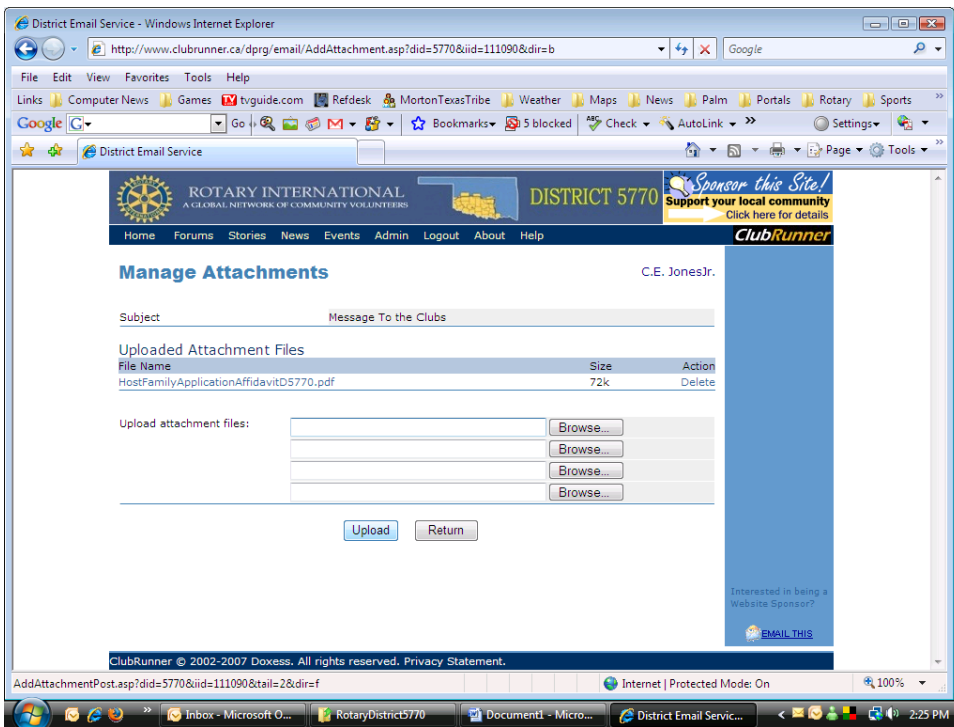
- Click the Browse button.
- Browse to the file located on your computer



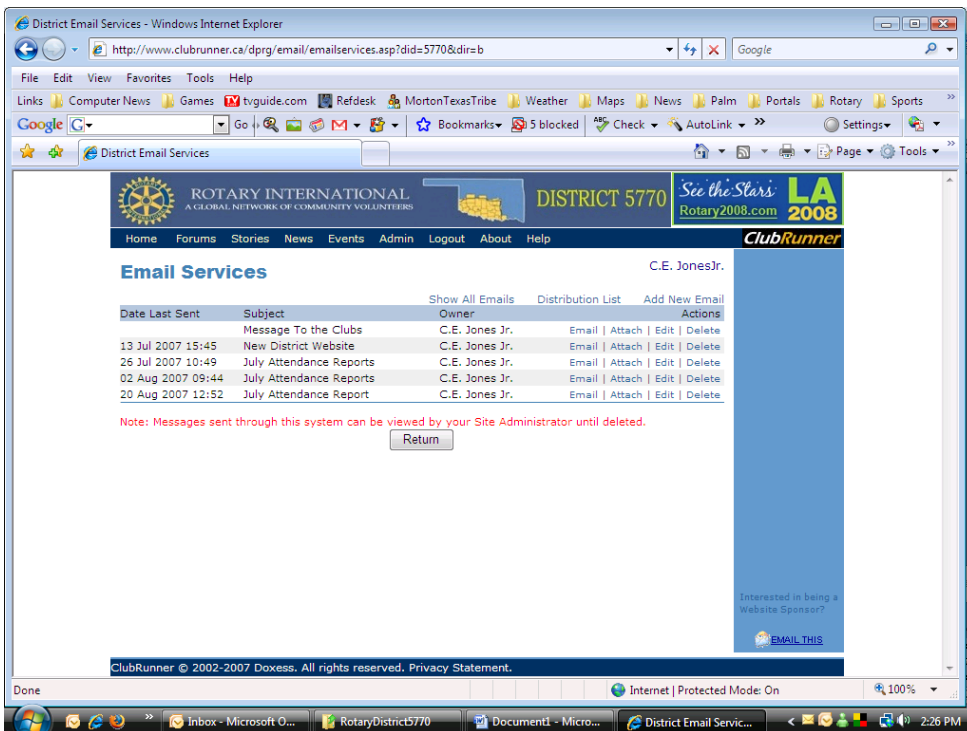
- Click on the file and click Open



- This takes you back to the Message Attachments page.
- Click the Upload button.



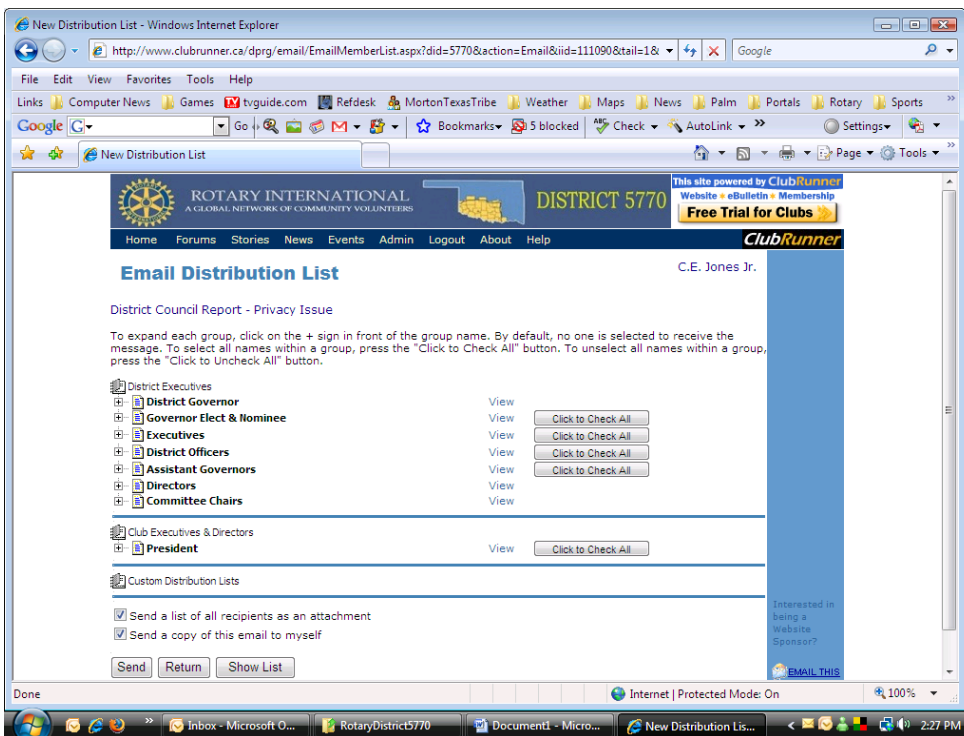
- Once the message is uploaded, click the Return button



- This returns you to the Email Services page.

Sending the message: Select Recipients

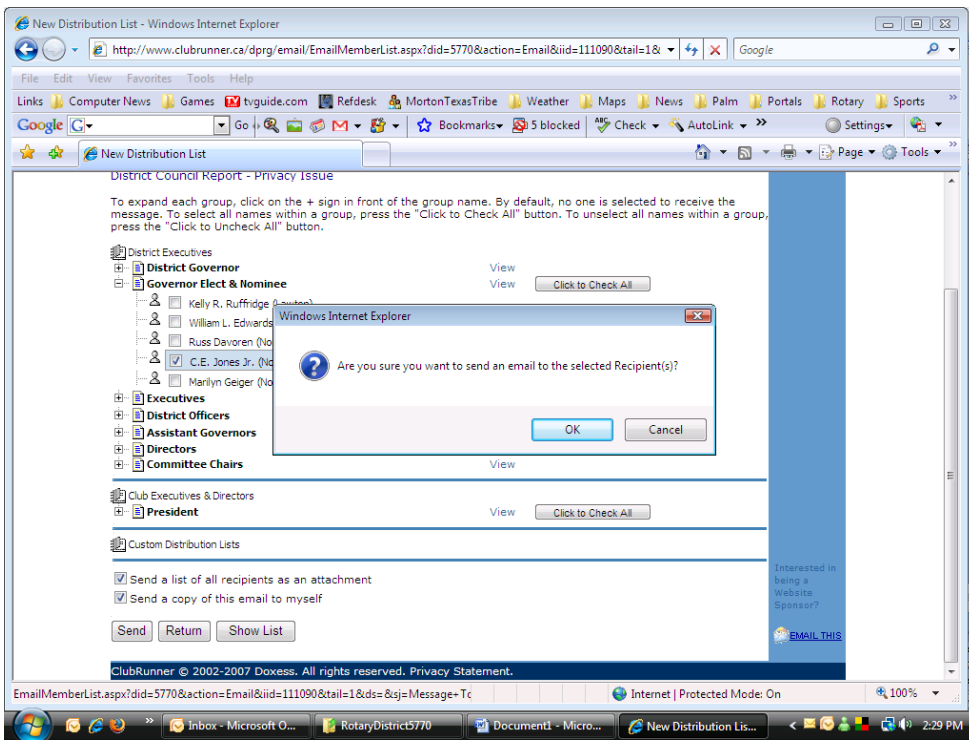
- Once you have composed the message and added any attachments, you can now select the recipients of the message
- To the right of the message, click on the email link.



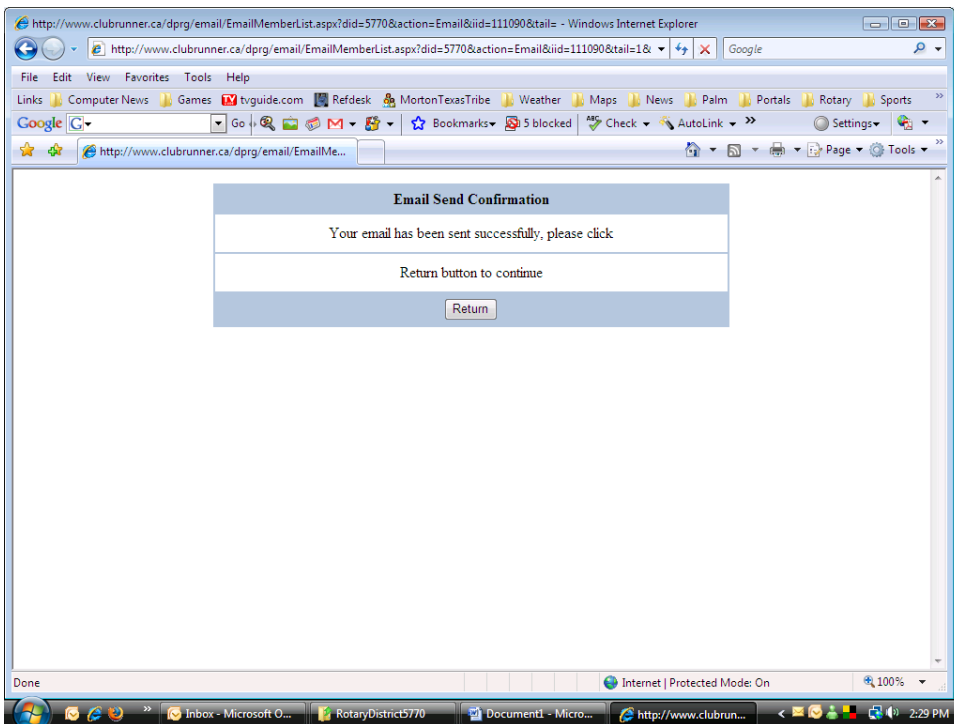
- This takes you to the Email Distribution List
- Click on the buttons that contain the contacts who you wish to receive the message.

Sending the message:

- Click the Send button



- Click OK
- You'll get a confirmation page.



- Click OK.
- This takes you back to the Email Services page



- Click Return to return to the Admin page.