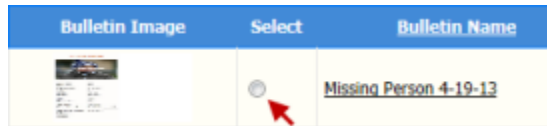## Email Bulletin

From the Dashboard or Menu:

1. Select 'Bulletins'.

2. Click on the radio button by the bulletin you would like to email.

3. Select 'Email' on the right.

4. Click 'Select Contacts' to choose from your contacts list

 or manually type in your contact's

    email addresses.

5. Enter a subject line.

6. Choose the date on which you would like your bulletin to begin being sent in step 3.

7. In step 4 you have the option to send your bulletin to all your contacts at one time or spread them out over time by choosing to send it to a specific number of contacts per day.

8. Step 5 allows you to add a 'Contact Us' button on your bulletin email by checking the box.

9. You may test the looks of your email by selecting 'Send Test Bulletin' and filling in your email address. This will send your bulletin immediately for your review.

10. When you are satisfied, click 'Send'.