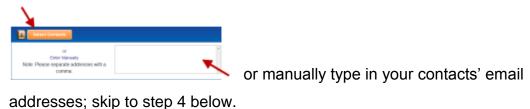
Email Update

To email individual contacts:

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



To email multiple groups:

- 2. Click 'Select Contacts'.
 - a. Check the box by each group you would like to include.



- b. Now you have the following options:
 - i. Check the 'Select All' box selected groups' contacts,
 - ii. Check the box by each name in your selected groups that



- iii. Check the 'Select All' box; then, uncheck the boxes by those contacts you do not want to send your update.
- 3. Select 'Submit'. Submit

 4. Enter a subject line.
- 5. Choose the date on which you would like your update to begin being sent.



In step 4 you have the option to send 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.



- 7. Step 5 allows you to add a 'Contact Us' button on your update email by checking the box.
- 8. You may test the looks of your email by selecting 'Send Test Update' and filling in your email address. This will send the update immediately for your review.
- 9. When you are satisfied, select 'Send'.