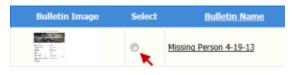
## **Email Bulletin to Multiple Groups**

## From the Dashboard or Menu:





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



3. Select 'Email' on the right.



Email

- 4. Click 'Select Contacts' to choose multiple groups from your contacts list.
- 5. Check the box by each group you would like to include.



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



- c. Check the 'Select All' box; then, uncheck the boxes by those contacts to whom you do not want to send your bulletin.
- 7. Select 'Submit'. Submit
- 8. Enter a subject line for your bulletin.



Choose the date on which you would like your bulletin to begin being sent.



10. 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.

| 0 | Send to all<br>selected contacts<br>at one time | OR 🗇 | Send to             |
|---|-------------------------------------------------|------|---------------------|
|   |                                                 |      |                     |
|   |                                                 |      | Up to 1,000 per day |

- 11. Step 5 allows you to add a 'Contact Us' button 

  ✓ Contact Us on your bulletin email by checking the box.
- 12. You may test the looks of your bulletin email by selecting 'Send

  Test Bulletin' Send Test Event and filling in your email address. This will send your bulletin immediately for your review.
- 13. When you are satisfied, select 'Send'.