Email Update

To email individual contacts:

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

 or manually type in your contacts' email addresses; skip to step 4 below.

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 to send to all the selected groups' contacts,

      ii. Check the box by each name in your selected groups that you wish to send your update, or

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

3. Select 'Submit'.

4. Enter a subject line.

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

6. 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.

Send to all
○ selected contacts **OR** ○
at one time

Send to
[   ]
Up to 1,000 per day

7. Step 5 allows you to add a 'Contact Us' button ☑ Contact Us on your update email by checking the box.

8. You may test the looks of your email by selecting 'Send Test Update' 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'. Send