

## Email Bulletin

### 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 bulletin,



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or

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

3. Select 'Submit'.



4. Enter a subject line.

Step 2: Enter Subject Line

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

Enter the date to begin sending

Start Date

(MM/DD/YYYY)

6. In step 4 you have the option to email 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.



The image shows two radio button options for email distribution. The first option is 'Send to all selected contacts at one time'. The second option is 'Send to' followed by a text input field and 'Up to 1,000 per day'. The word 'OR' is placed between the two options.

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