



Emailing an Entire Group

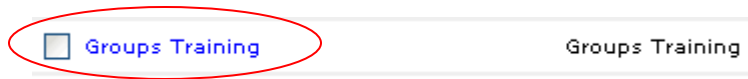
1. Click the "groups" icon



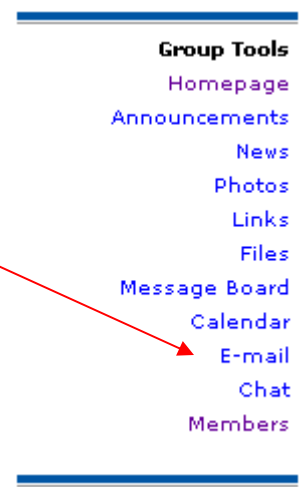
2. Click the "My Groups" tab



3. Click on a link to access a group



4. Click the "Email" link located within the "Group Tools" menu



5. Place a check mark in the “Select All” box

<input checked="" type="checkbox"/> Select All			Send E-mail
Member Name	Member Type	Last Visit	
<input checked="" type="checkbox"/> Erich L Hochmeister	Leader	July 13, 2005	
<input checked="" type="checkbox"/> Lori L Kremski Bronder	Leader	July 20, 2005	
<input checked="" type="checkbox"/> Michelle L. Franz	Leader	July 21, 2005	

6. Click the “Send Email” button

7. Compose email to include a subject, message, and/or attachments as necessary

Enter Recipients: Separate recipient names with commas.

To: **Address**

Cc: **Bcc:**

Enter Subject:

Enter Message:

Save a copy to the 'Sent' folder Add Signature

Attachments:

Attach **Save a Draft** **Spell Check** **Send** **Cancel**

8. Click “Send”