

Michael C. - 2021-12-20 - Communication

Note: The total size of the attachments cannot exceed 6 MB.

- ### Step 2:

Enter your email subject and message.

Subject

Test

Templates and Merge Fields

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Dear \$NICK_NAME\$ \$LAST_NAME\$,

Attached is a map to our temporary meeting venue, at the old town library. We will be meeting here until February, as the Memorial Hall is undergoing renovations.

Sue Baker
Testerville Rotary Club President

body div

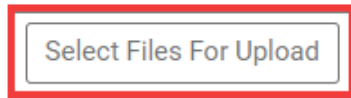
Total characters including HTML: 322/100000

Text Version

3. Next, proceed to the portion of the email composition screen under the header **Step 3 (Optional)**. To attach a file to the email, click on **Select Files for Upload**.

Step 3 (Optional):

Upload attachments to your email.



Maximum 5.00 MB per file
Total attachment size: 0 B/6.00 MB

Step 4:

Choose your email options and send.

☒ Include link to list of recipients

A link to view the list of recipients will be included in the footer of the email

☐ Copy me on this email

Step 5:

You can send the email right now, or click on schedule to choose when you would like to send it.

☒ Send right now

☐ Schedule

Save as Draft

Send to Myself

Send

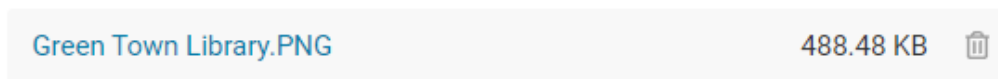
4. Now, you will be prompted to select the file you want from your computer or local network. Select the file you want.

Note: Your view may vary, depending on your computer's operating system.

5. If you have successfully uploaded your file, the filename will appear onscreen. Click on the **Remove/Trashbin Icon** if you wish to remove the attachment, or attach an additional file by clicking **Select Files for Upload**.

Step 3 (Optional):

Upload attachments to your email.



Maximum 5.00 MB per file
Total attachment size: 488.48 KB/6.00 MB

6. Now, use the email send options to send your email as normally.

Step 4:

Choose your email options and send.

☒ Include link to list of recipients

A link to view the list of recipients will be included in the footer of the email

☐ Copy me on this email

Step 5:

You can send the email right now, or click on schedule to choose when you would like to send it.

☒ Send right now

☐ Schedule

Save as Draft

Send to Myself

Send

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