

ClubRunner

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How do I send email to a contact group?

Mickey D. - 2021-03-31 - Contacts

If you have an access level of 50 or higher you may use contact groups when composing an email message.

1. In **Step 1** on the **Create Email** page you will see **Contact Groups** in the list of email recipients. Click on the checkbox next to **Contact Groups** if you wish to send the email to all your contacts.

Step 1:

Select the recipients of this message by expanding each category, then clicking the "Expand List" link. Please note: you will not be able to select recipients that have not supplied an email address.

- ▶ Active and Honorary Members (0/12)
- ▶ Other Users (0/1)
- ▶ Inactive Members (0/2)
- ▶ Friends (0/2)
- ▶ Custom Distribution Lists (0/15)
- ▶ **Contact Groups (0/5)**

2. To expand the list and select a given **Contact Group**, click on the arrow to the left of the check box.

▶ Contact Groups (0/5)

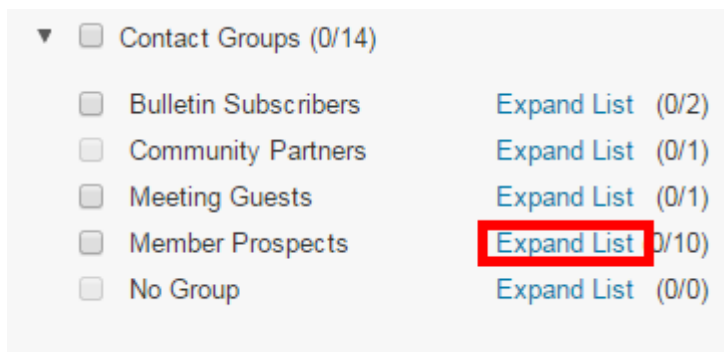
3. Now, select which group or groups you wish to email by clicking the checkbox next to the name of each group.

Note: Contacts not currently assigned to a group can be contacted by clicking **No Group**.

If the checkbox next to a group name is light grey in color it is inactive and you will be **unable to select it**. A contact group is inactive if it contains no contacts, or if none of the contacts within the group have an email address. In the image below the **Community Partners** custom group contains a contact without an email address. The **No Group** list simply contains no contacts. For these reasons, neither of these groups may be selected.



4. You can further individualize the contact recipients by clicking **Expand List** next to any of the Contact Groups.



5. This displays a list of every contact in that contact group. Click the checkbox next to the name of each member you wish to email.

Select All

1 out of 10 recipients selected

Filter recipients:

- Blair, Eric
- Carter, Randolph
- Degler, Claude
- Hill, Barney
- Hill, Betty
- Lovecraft, Howard
- Shoemaker, Carolyn
- Smith, Cordwainer
- Vanderman, Gunter
- Weymouth, Martina

Showing all 10 recipients

Done

Alternately, you may wish to click **Select All** to send the email to every contact in the group with an active email address.

Select All

9 out of 10 recipients selected

Filter recipients:

- Blair, Eric
- Carter, Randolph
- Degler, Claude
- Hill, Barney
- Hill, Betty
- Lovecraft, Howard
- Shoemaker, Carolyn
- Smith, Cordwainer
- Vanderman, Gunter
- Weymouth, Martina

Showing all 10 recipients

Done

If the checkbox next to a given contact is greyed out, the box is disabled and cannot be selected. This indicates the contact does not have a valid email address.

Select All 9 out of 10 recipients selected

Filter recipients:

- Blair, Eric
- Carter, Randolph
- Degler, Claude
- Hill, Barney
- Hill, Betty
- Lovecraft, Howard
- Shoemaker, Carolyn
- Smith, Cordwainer
- Vanderman, Gunter
- Weymouth, Martina

Showing all 10 recipients

Done

6. Click **Done** when you have selected your email recipients. You may now continue to **Step 2** on the **Create Email** page.

Select All 9 out of 10 recipients selected

Filter recipients:

- Blair, Eric
- Carter, Randolph
- Degler, Claude
- Hill, Barney
- Hill, Betty
- Lovecraft, Howard
- Shoemaker, Carolyn
- Smith, Cordwainer
- Vanderman, Gunter
- Weymouth, Martina

Showing all 10 recipients

Done

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