

How do I send emails to committee members? (District)

Mickey D. - 2021-04-09 - Committees

When you are a member, chair, or secretary of a committee you can send emails to the other committee members.

1. To email committee members, you must go to your district's website and log in. Then, click on **Member Area** on the top right, under your club banner.
2. Along the top of the screen you will see several tabs. Click on the **For Members** tab.
3. Next, click **My Committees** link.
4. You are now on the **My Committees** page. Here, you can view the details of your committees. In order to email the members of a given committee, click on the committee's name in the list.

Committee List

Current Committees

Committee	Role	Action
District		
Website Committee	Chair	View Committee

Note: If you are not a member of any committees, you will be unable to continue with this guide.

5. Next, click on the tab labelled **Email**.

Committee List

[Home](#) > Website Committee

<< Current: 2020 - 21 >>

[Members](#) [Subcommittees](#) [Documents](#) [Email](#)

☐ Sort using first name

[Add Member](#)

Name ^	Club ^	Position ^	Access Level ^	Preferred Phone ^	Email ^	Actions
Aaronson, Abe	Purple Metro v3 CRM	Chair	Chair		aaa@example.com	

6. You are now on the Committee Email page. Here, you can view all committee email sent within the last three months, if any. To compose a new email, click the **Compose New Message** link.

Committee List

[Home](#) > [Website Committee](#)

<< Current: 2020 - 21 >>

[Members](#) [Subcommittees](#) [Documents](#) [Email](#)

Please note that this screen only displays emails that were created in the past 3 months. Drafts will also remain in the system for 3 months.

Show All Emails

Compose new message

7. Now, you can determine the recipients of the email and also define its content.
8. First, determine which committee members will receive the message using the checkboxes provided. If you click next to the name of the committee, it will choose all committee members.

Step 1:

Select the recipients of this message by clicking on the group name to expand, then select from the list of people.

☒ Website Committee

- ☒ Aaronson, Abe
- ☒ Campbell, Kimberly
- ☒ Castiele, Karen

9. Next, enter the subject of your email in the text field provided.

Step 2:


Enter your email subject and message.

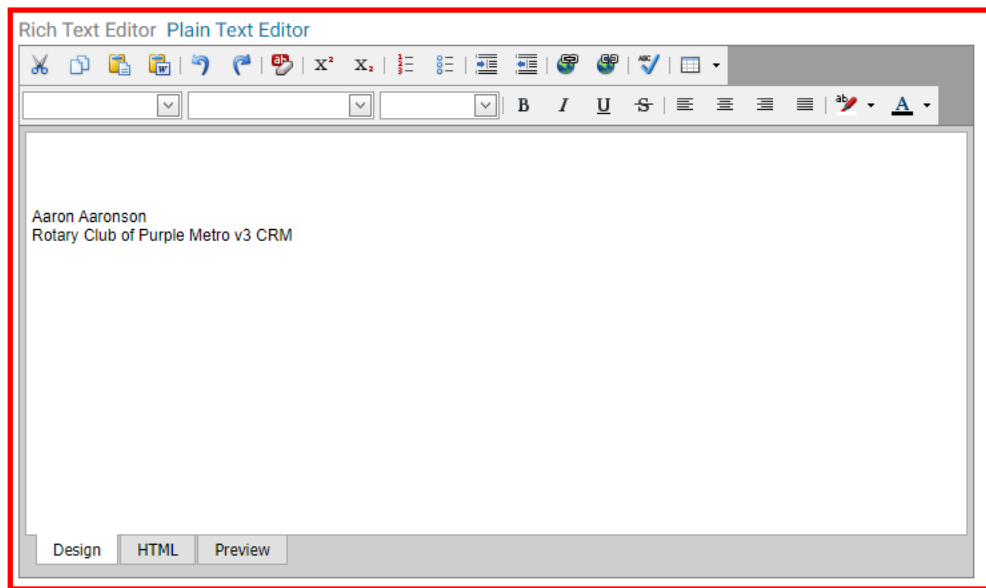
Subject:

Message: If you are copying and pasting from Word, please use the **Paste from Word** icon ()

10. Now, enter the text of the email in using the editing tools provided.

Subject:

Message: If you are copying and pasting from Word, please use the **Paste from Word** icon ()



11. You have the option to attach a file to the email, such as a document or map. If you click on the highlighted link, you will be asked to choose a file from your hard drive. You may also choose to send the list of recipients as an additional attachment, and copy yourself on the email, using the checkboxes provided.

Note: All email messages have a size limit of 6 (six) megabytes.

Step 3 (Optional):

Upload attachments to your email.

Attachment - Click [Here](#) to Expand

Step 4:

Choose your email options and send.


- ☒ Send a list of recipients as an attachment.
- ☒ Copy me on this email.

12. Finally, if you don't wish to send your email immediately, you may choose to schedule a time and day for delivery. Simply enter the time and date using the fields provided.

Step 5 (Beta):

Choose the date and time (in Eastern Time) when this email will be scheduled to be sent. Leave blank to send this email right away.

Note: Works for sending only, will not take effect if you save as draft or send a test email.



EST Tip: Type 'A' or 'P' to switch AM/PM.

Send Test Email To Myself Only

Save as Draft

Send

13. Finally, you have the following delivery options:

- **Send:** Send the email to the selected members immediately.
- **Save as Draft:** Save the email for later editing.
- **Send Test Email to Myself Only:** This option allows you to preview the email before sending a final copy.

Step 5 (Beta):

Choose the date and time (in Eastern Time) when this email will be scheduled to be sent. Leave blank to send this email right away.

Note: Works for sending only, will not take effect if you save as draft or send a test email.



EST Tip: Type 'A' or 'P' to switch AM/PM.

Send Test Email To Myself Only

Save as Draft

Send