

**Objective:** E-Mailing People from a List

**Scenario:** You have created a list of People and you want to send E-mails to them.

**Note:** The Tutorial Selecting People from multiple Registrations to make a list will guide you in creating your list.

**Step 1:** Click on the People tab. Click on the yellow List Manager Icon. Find the List Name that you already created from the drop down. Click to check the box next to View List. Click on OK. (Fig. A)

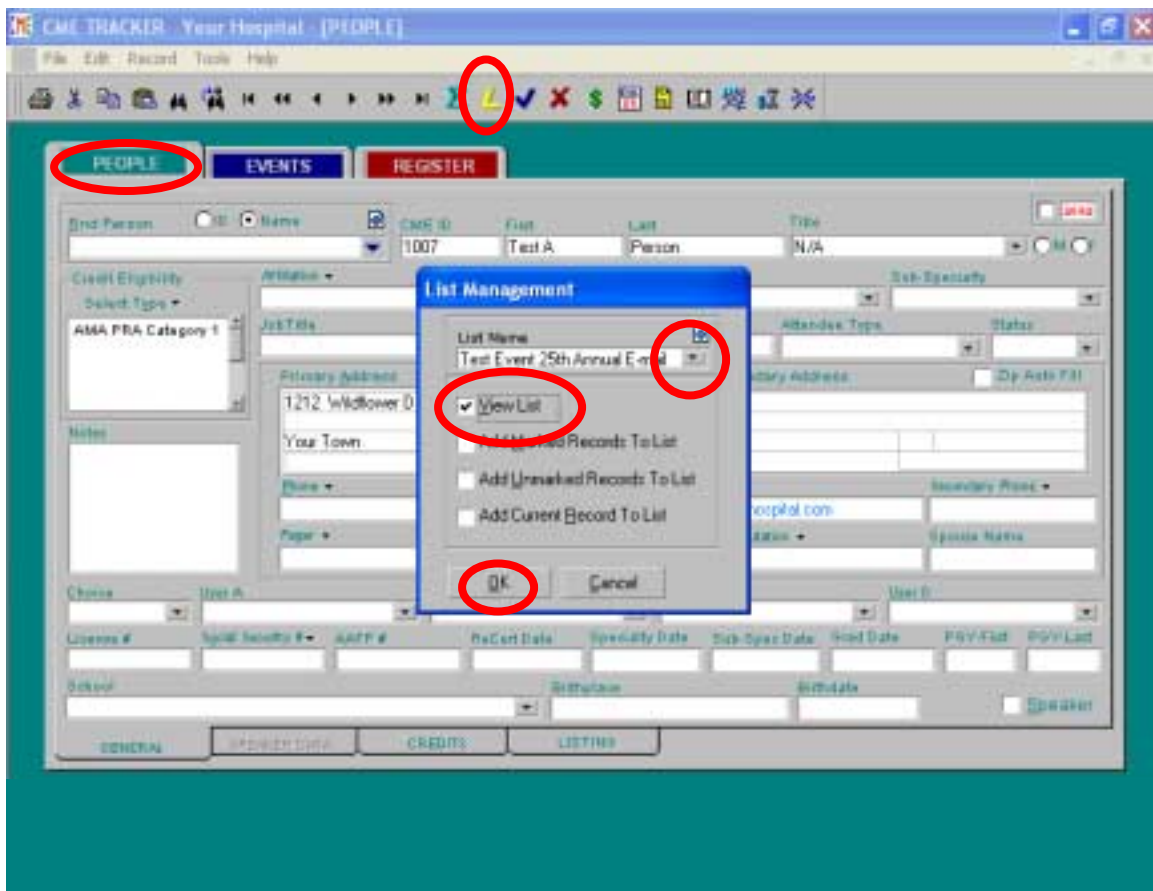


Fig. A

**Step 2:** The CONFIRM UPDATE popup appears. If you click on Yes, this will update any new information that you may have entered for the People on your list. Click on No if you have not made updates for the People on your list. (Fig. B)

**Note:** Depending on the size of your list, Updating may take several minutes.

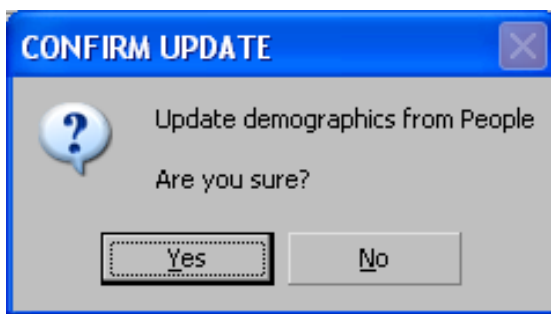


Fig. B

**Step 3:** The View List screen appears, showing the number of People on your List. Click on the Printer Icon to choose a REPORT. (Fig. C)

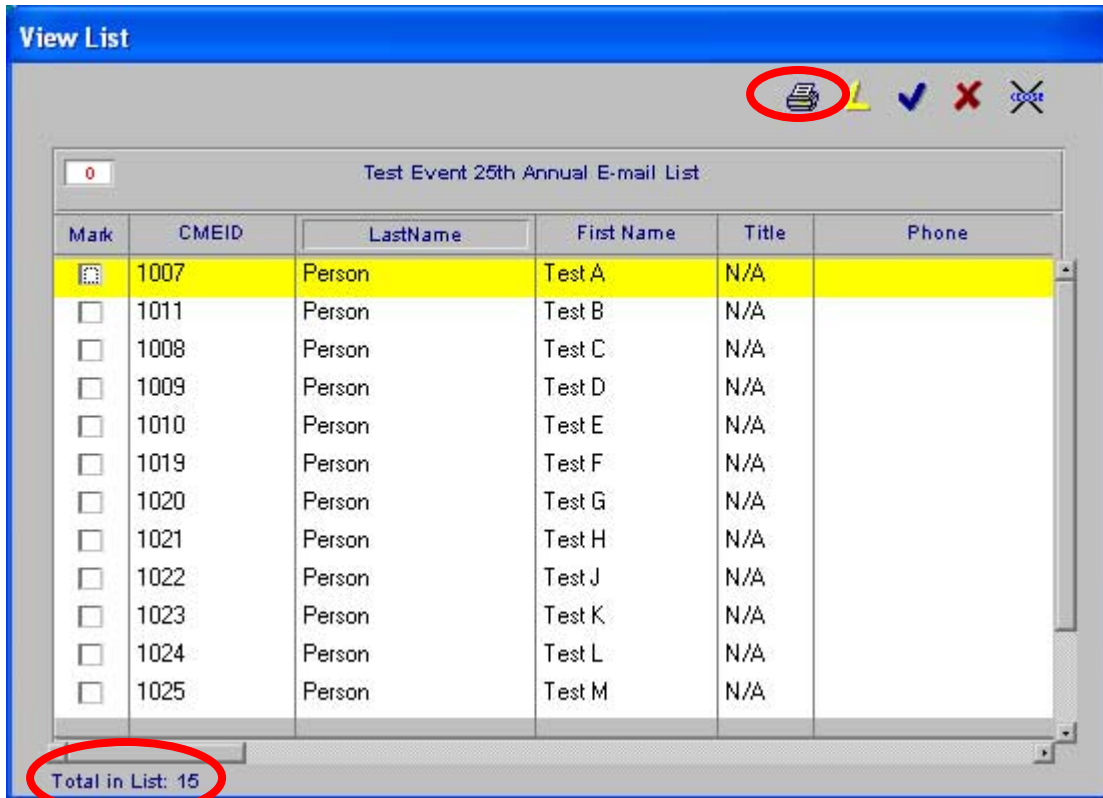


Fig. C

**Step 4:** Click on E-Notice #2 to highlight. Click on the E-mail Report button to construct your E-mail. (Fig. D)

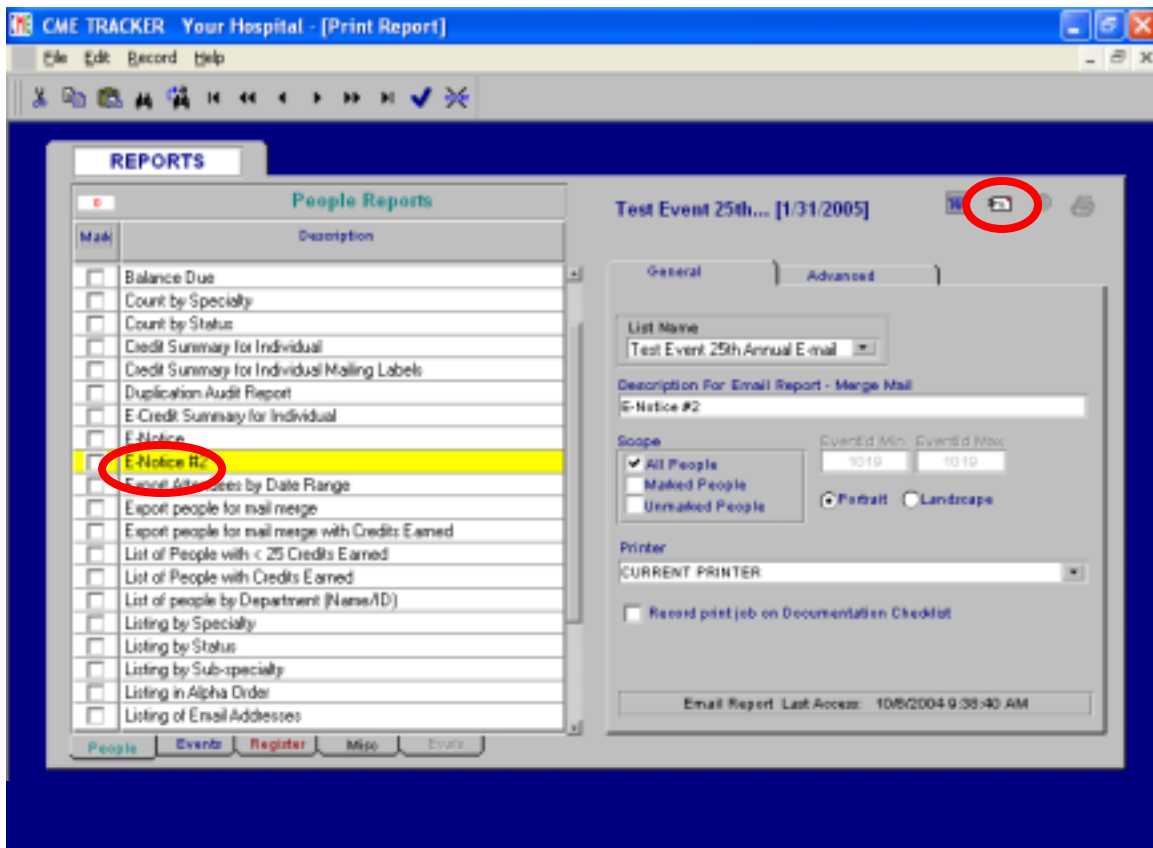
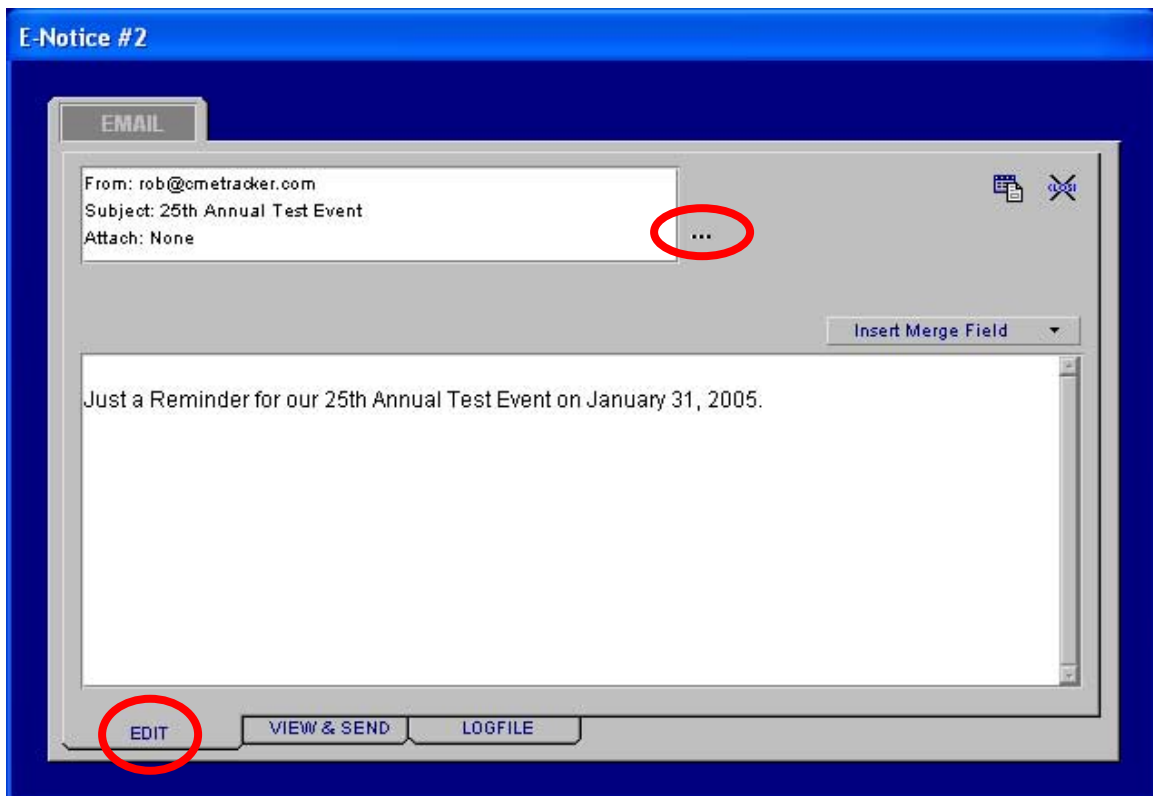


Fig. D

**Step 5:** The E-mail screen appears showing the Edit tab. This is where you construct your E-mails. ([Fig. E](#))

**Note:** You can browse for attachments by clicking on the Browse for file button " ... ".



[Fig. E](#)

**Step 6:** Click on the View & Send tab. This shows you a preview of your E-mail, Records with Valid E-mail Addresses and number of Total Records. To send your E-mail click on the Send E-mail button. (Fig. F)

**Note:** The buttons in the upper left hand corner may be used to go forward and back through your list to find different people. You may also use the Binoculars to find people from your list.

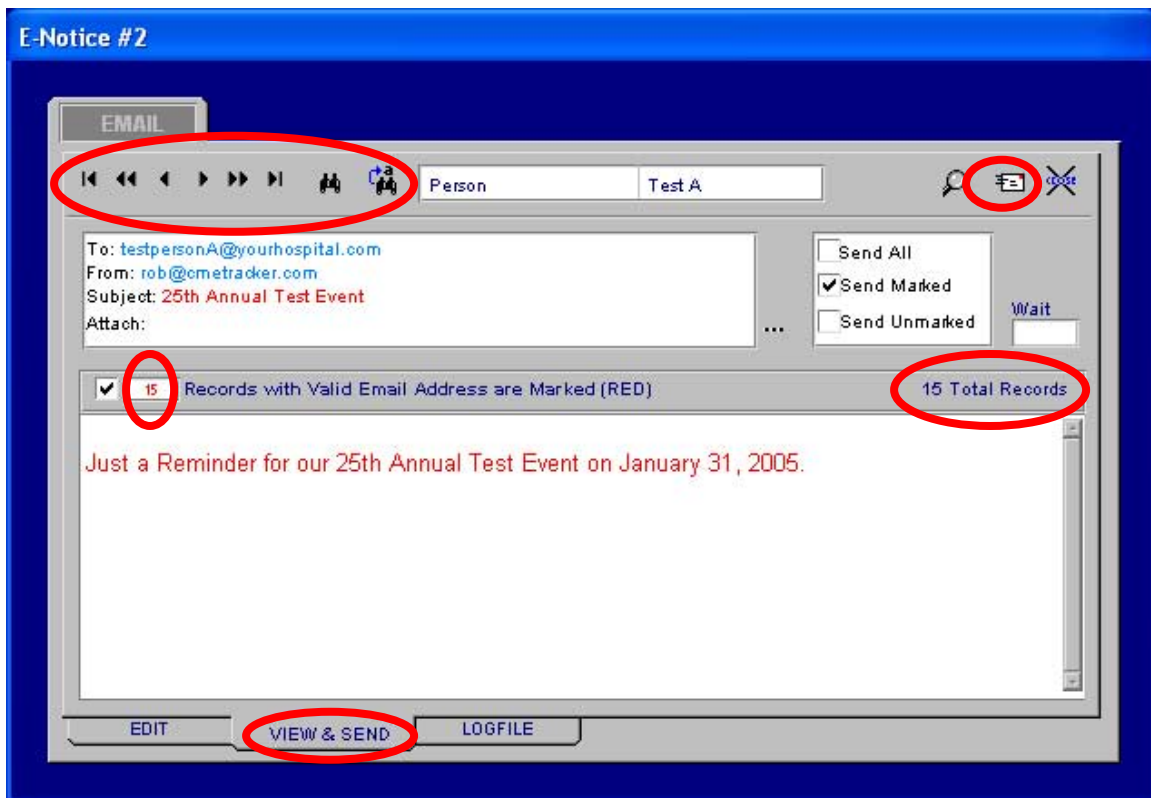


Fig. F

Step 7: The CONFIRM SEND E-MAIL popup appears. Click on Yes. (Fig. G)

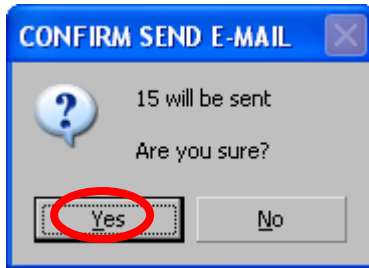


Fig. G

Result: The Logfile tab appears showing the status of your E-mails. You have now sent an E-mail from a list of People. (Fig. H)

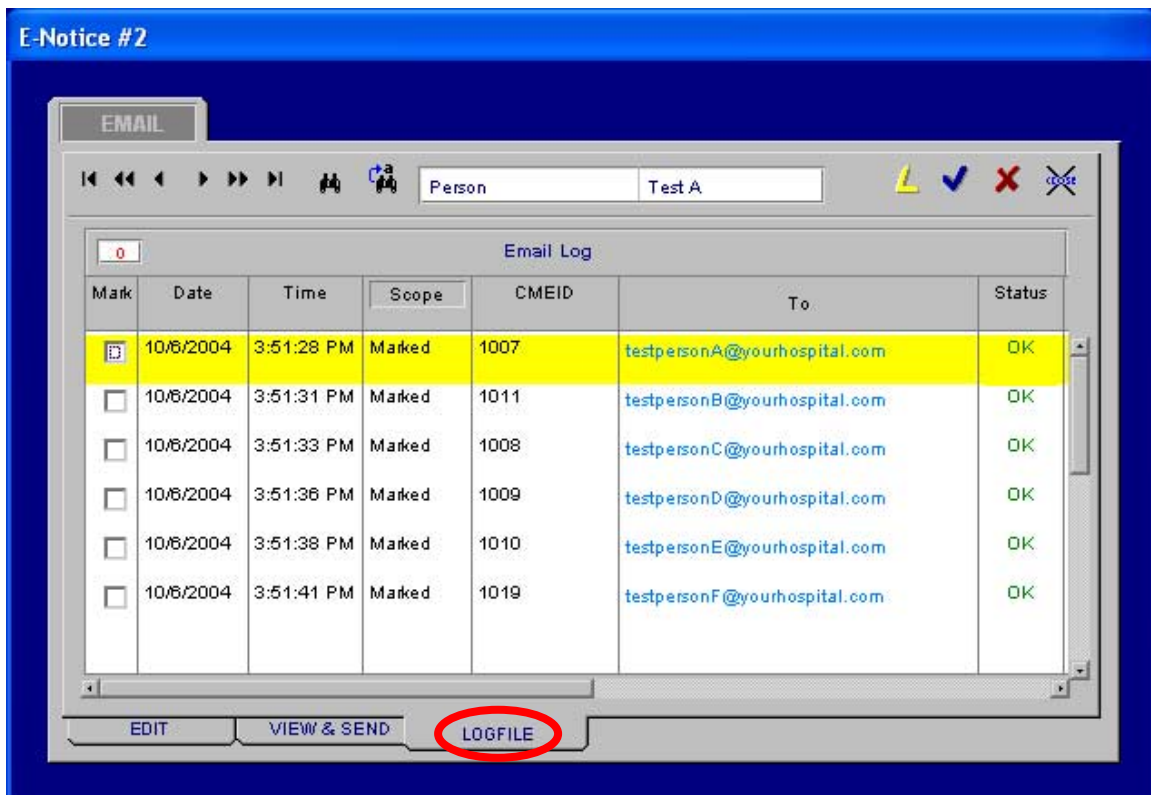


Fig. H