

Group Mail Instructions

- Go to the teamsfourlady.org website
- Select Member Login at the top of the page
- Login using your Leadership email and password

- Select Admin tab
- Select Group Emails Sub-Tab
- Select Send Message Sub-Tab
- Click Send Message button

- Match Criteria: Select “Matches ANY criteria”

- eConnect: (optional): Use this for sending an email to a eConnect distribution list

- Group(s) & Person Type(s): Select the groups and person types that will receive the email message
- Click Save button

- Recipients: (optional) Add individual recipients

- By Person Custom Fields (optional): Use when you need to send an email based on Marital Status or Languages Spoken

Organization Custom Fields and Organizations are not used by Teams of Our Lady at this time

- Subject: Type the subject of the email here

- Width: Select 600

- Click Add Banner to add a logo/banner to your email
- Select “teams icons” folder
- Select a picture from the thumbnails or upload your own image.

- Banner Align: Choose left in most cases

- Background Color: Choose a color for the background of your email

- Content: Enter the body of your email here

- Attachments: Click Add Files if you want to attach a file to your email. You will be directed to upload the file from your computer

It is recommended to perform a Test Send to yourself to verify that the email looks and functions right. It is also recommended to “Preview Recipients” to make sure that the number of recipients is close to what you expect.

- Click the Send button to send the email immediately.
- Or**
- Click the “Save to Draft button to save the email for editing or sending at a later time.