

How do I send emails to Committee members?

Zach W. - 2021-04-19 - Committees













You can send emails to follow committee members right on the committee. To learn how to do this please follow the steps below:

1. Please go to your District webpage and click on the **Login** link at the top right of the page. Then enter your login details and login.
2. You are now logged in. To access the District Administration page, click on **Member Area** on the top right.
3. You are now on the District Administration page. Above the Administration heading you will see a number of tabs. To create a district committee, click on the **Organization** tab on the grey menu bar.
4. Next, click on the **District Committees** link on the blue menu bar
5. Find the committee you would like to email and are a member of. Click on the committee's name.

Committees

<< Current: 2020 - 21 >>

[Add New Committee](#)









Name	Chair	Type	Actions
District Governor (Director: Carlo Digg)			
Board		Private	   
Demo Committee			   
District Secretary (Director: Annetta Blackboro)			
Website Committee	Abe Aaronson		   

Total: 3 committee(s)

6. Click on the **Email** tab on the menu bar.

Members Subcommittees Documents **Email**

☐ Sort using first name [Add Member](#)

Name ^	Club ^	Position ^	Access Level ^	Preferred Phone ^	Email ^	Actions
Boyd, Russell	Teal County	Secretary		1-(785)959-7024	rboyd@example.com	 
Edwards, Ernest	Azure Metro	Chair		1-(202)516-9719	Ernest.Edwards@example.com	 
Gibson, Anna	Azure Metro	Member		1-(703)134-2117	Anna.Gibson@example.com	 
Murphy, Patricia	Red Town	Member		1-(817)572-7081		 

Total: 4 member(s)

7. To create a new email, click the **Compose new message** button near the right.

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

8. This will take you the create email page. From here you can select who you want to send the email to and enter the content of the email.

9. The first step is to select your recipients. The recipients are other members in the committee. On the left you will see **Step 1**. In this area you can select who you would like to send the email to. Please click on the check mark box to select the members who you would like to receive the email.

Note: You may need to click on the plus (+) sign to expand the group to select members.

Email To 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.

- ☐ Demo Committee
 - ☐ Boyd, Russell
 - ☐ Edwards, Ernest
 - ☐ Gibson, Anna
 - ☐ Murphy, Patricia

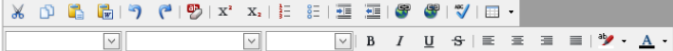
Step 2:

Enter your email subject and message.

Subject:

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

Rich Text Editor Plain Text Editor



Dr. E.E. Smith
Green Town Rotary Club, Past President
Home: 515-555-8888

"Service above Self."

Design HTML Preview

10. The next step is to enter the subject of your email and enter the body of your message.

Note: You cannot send an email without a subject.

Email To 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.

☐ Demo Committee

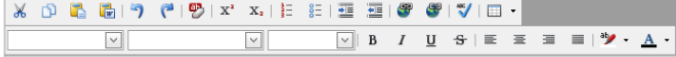
- ☐ Boyd, Russell
- ☐ Edwards, Ernest
- ☐ Gibson, Anna
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Step 2:
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Subject:

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

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11. Step 3, is for adding attachments to the email. Click the **Click Here to Expand** link and click on **Browse** or **Choose File** to locate the file on your computer to attach.

Step 3 (Optional):

Upload attachments to your email.

Attachment - [Click Here to Expand](#) 

12. Step 4, gives you two options:

- **Send a list of recipients as an attachment** - This will attach a text file with the other receipts you sent the email to. This way the receipts can see who else received the email.
- **Copy me on this email** - This will send you a copy of the email after you send it.

Step 4:

Choose your email options and send.


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

13. Step 5, allows you to send the email at a different date and time.

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.

14. At the time is the send options.

- **Send** - This immediately send the email to your recipients.

- **Save as Draft** - This saves the email so you can send it later.
- **Send Test Email To Myself Only** - This send the email just you to, so you can preview it.

Send Test Email To Myself Only

Save as Draft

Send

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