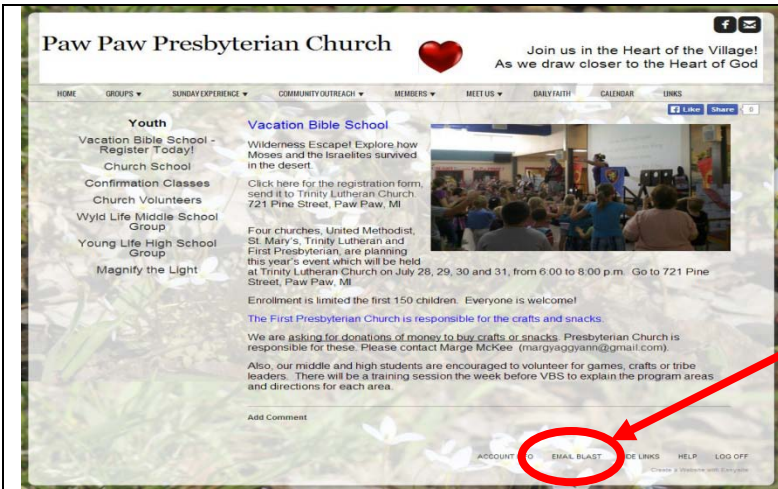
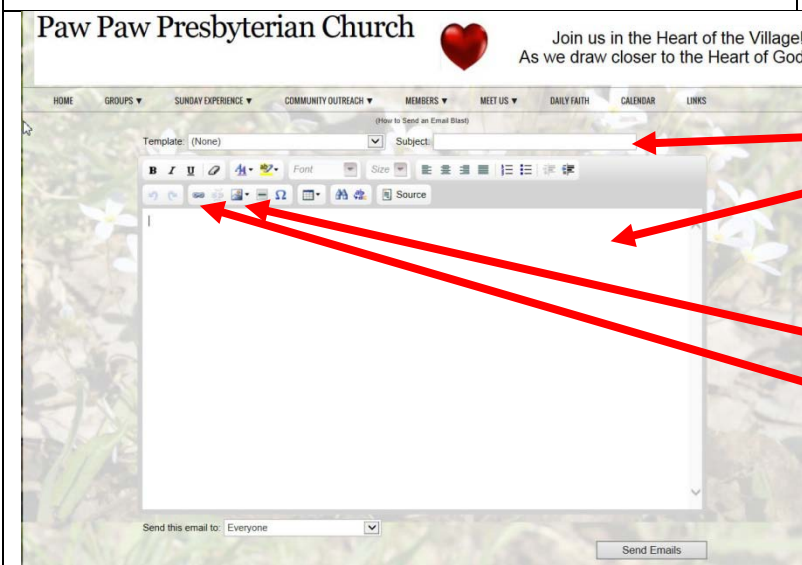


How to send an Email Blast – to send announcements to one or more church members.



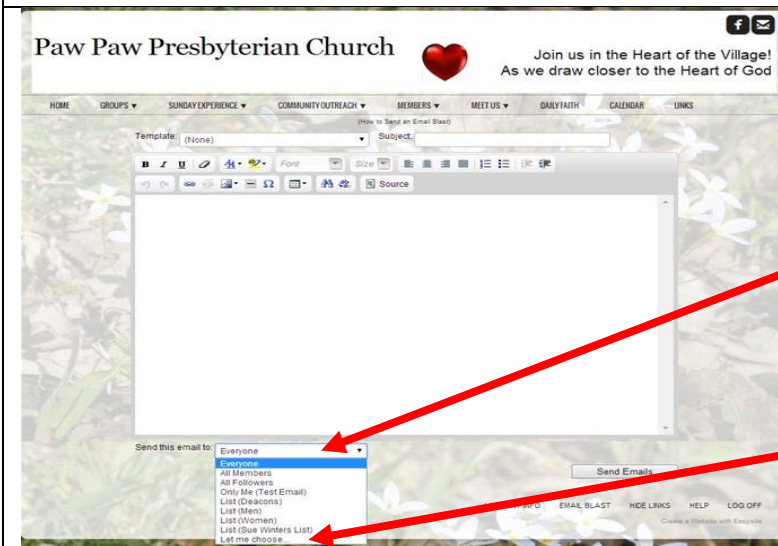
At the bottom of any page, click on “Email Blast”



Do not use a Template.

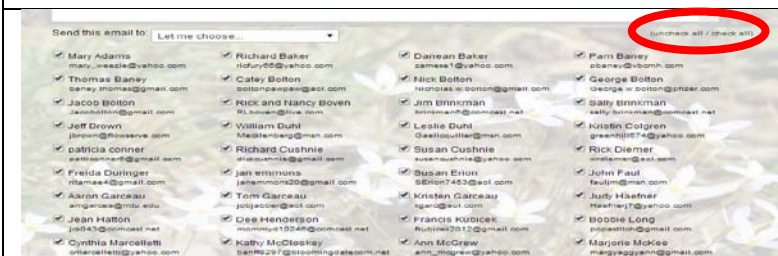
Put a Subject in the box and then type your message.

You can add a link or a picture with these buttons.



Select who you want the message to go to.

To customize your list to send to just one or more people, click on “Let me Choose”



To choose, click on “uncheck all” then select people that you want your message to go to.

Call Kristen if you have questions – 657-2123