

# Sending Email on the CCCC Website

The new Capital City Camera Club website provides a method for sending email directly to a member or to selected members. It is also possible to send mail to groups of members having specific responsibility within the club. For example, email may be sent only to website administrators or to elected officers.

- Log in to the website and locate the email facility, on the main website menu go to Organization, then at the bottom select Send Email to Members.
- The upper section of the display provides the method for selecting recipients.
- If one or more individual members are the recipients, choose Select from Member List.
  - Once selections are made, click Add Selected Names.
  - Now a message creation page appears. You must fill in Subject and Message fields.
  - Attachments may also be added.
  - Click Send at the bottom of the page.
- Otherwise, select from a group name as recipients. The club defined groups are prepended with an asterisk. Examples are: to send to elected officers, choose \* Officers. To send email to the Field trip committee, choose \* Field Trip Committee.
  - Once selections are made, click Add Selected Names.
  - Now a message creation page appears. You must fill in Subject and Message fields.
  - Attachments may also be added.
  - Click Send at the bottom of the page.