



How-To Tips #5a

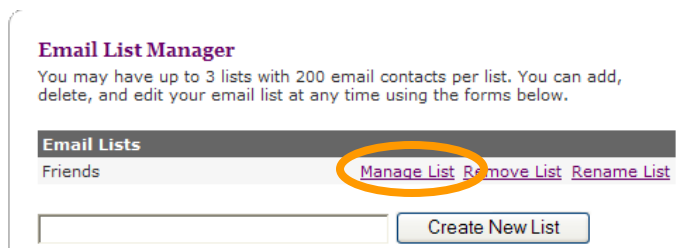
Useful Tips and Solutions to Guide You Through Our Website

Updating Your Address List

Updating an address list allows you to send a message to either one or multiple recipients at any time. All you have to do is type in your message, choose the people in your address list that you want to communicate with, and send.

To upload your mailing list, follow these steps:

- 1) From your homepage, choose **Create Mail-Out**.
- 2) Scroll down to the bottom of your webpage. In the **Email List Manager** dialog box, click **Manage List**.



- 3) In the **Friends List** dialog box, you may choose to add one or multiple email recipients.

If adding recipients one by one, type in the recipients email address into the **Add One Email** text box and click **Add Email Contact**.

If adding multiple recipients, type in the recipients email addresses into to **Add Multiple Emails** text box and click **Add Multiple Emails**.

Friends List

You are able to add email addresses to your list using one of the two fields below. To add a single email address use the field to your left; to add multiple email addresses at once use the larger field to your right (email addresses can be entered one per line, or by separating the addresses by comma, semi-colon or space).

Duplicate email addresses will be automatically discarded.

Add One Email **Add Multiple Emails**

Add Email Contact

Add Multiple Emails

Current List Emails

- 4) Scroll up to the **Compose Email Message** text editor and type your message.
- 5) Click **Choose Recipients -->**
- 6) Select a recipient from under the **Member Emails** or **Email Lists** heading.
- 7) Verify that the contents of your message are correct.
If there are any changes you would like to make at this time, click **<--Edit Message.**
- 8) Click **Send Email -->**