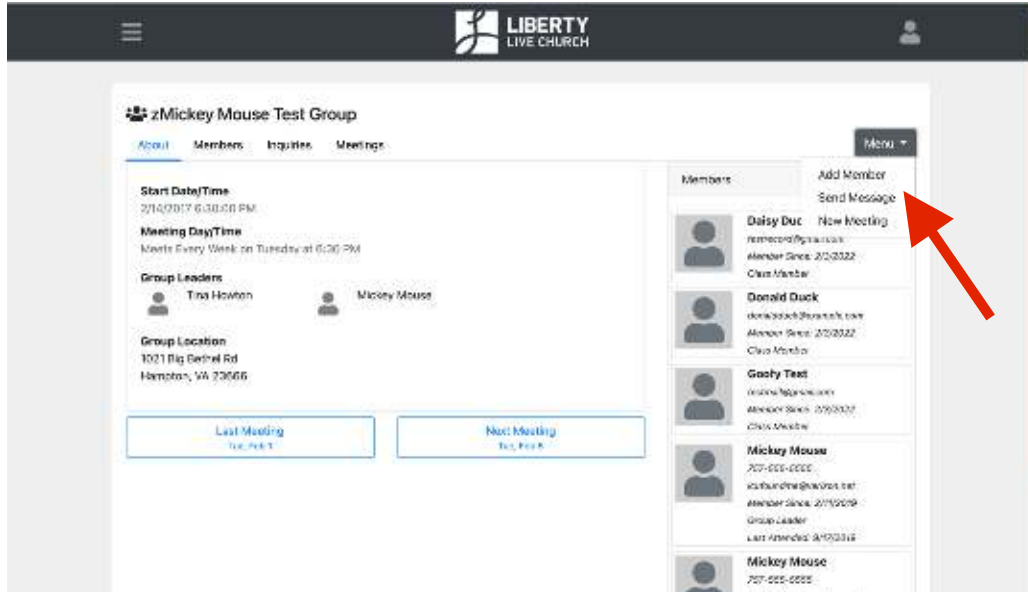
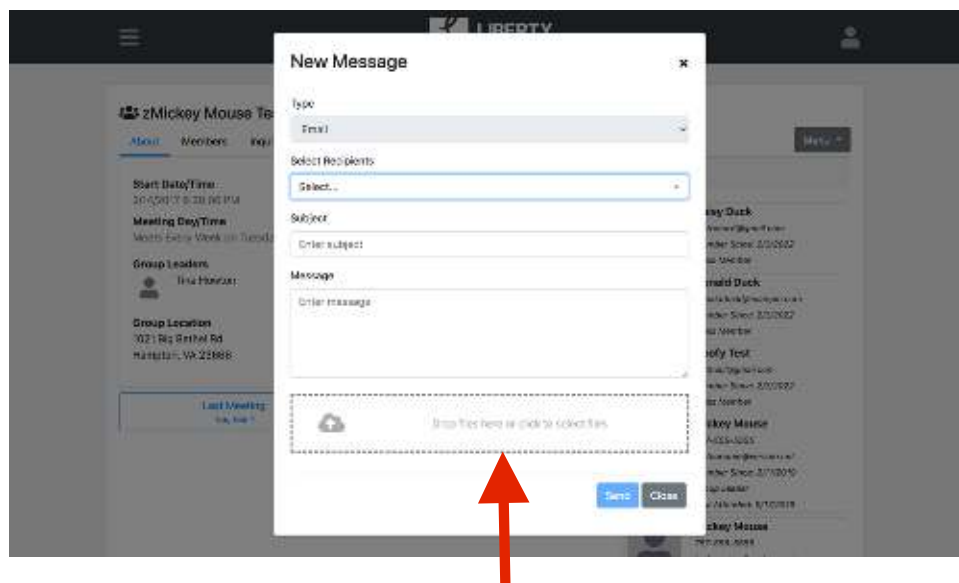


SENDING AN EMAIL TO GROUP MEMBERS

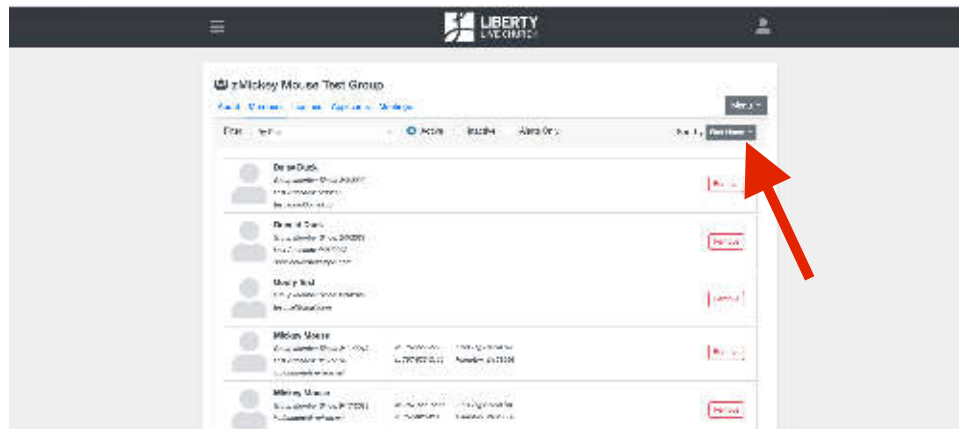
- Navigate to your group's Members tab in GroupLife. Click the dropdown that says "Menu" and select "Send Message". You will be brought to a page where you can type your email and choose who to send it to.



- All of your group members will be automatically selected.



- Underneath the box where you can type the text of your email, you will see an option to attach a file. You can use this to attach anything that you would attach to a regular email (pictures, documents, etc.)



- On the members page, you have the option of sorting the group by last name or first name. On the right side of the page, you will see sort by.