

SENDING AN EMAIL TO GROUP MEMBERS

- Navigate to your group’s home page in GroupLife. Click “Participants” and select those that you’re sending an email to. If you’re sending an email to everyone, click the box on the top next to “First” “Last.” You will be brought to a page where you can type your email and choose who to send it to.

Join a Group! zMickey Mouse Test Group My Privacy

Info Participants Inquiries Group Mtgs Attendance

Select an action + Add Participant Current Members Past Members Filter

| <input type="checkbox"/> | First Last | Phone | Address | Birthday | Start Date ^ | Last Attended | |
|--------------------------|---|------------------------------------|---|----------|--------------|---------------|-----|
| <input type="checkbox"/> | MM Mickey Mouse icufoundme@verizon.net Group Leader | m: 757-555-5555 h: 757-826-2110 | 1021 Big Bethel Rd Hampton, VA 23666 | 06/30 | 2/11/2019 | 2/2/2024 | ... |
| <input type="checkbox"/> | MM Mickey Mouse icufoundme@verizon.net | m: 757-555-5555 h: 757-826-2110 | 1021 Big Bethel Rd Hampton, VA 23666 | 06/30 | 9/17/2019 | -- | ... |
| <input type="checkbox"/> | DD Donald Duck donaldduck@example.com Class Member | m: -- h: -- | -- | 07/04 | 2/3/2022 | 4/26/2022 | ... |
| <input type="checkbox"/> | DD Daisy Duck testrecord@gmail.com Class Member | m: -- h: -- | -- | -- | 2/3/2022 | 11/11/2023 | ... |
| <input type="checkbox"/> | GT Goofy Test -- Class Member | m: -- h: -- | -- | -- | 2/3/2022 | -- | ... |

- Once you’ve selected who you’re emailing, click “Select an action,” and click “Send message”.

Join a Group! zMickey Mouse Test Group My Privacy

Info Participants Inquiries Group Mtgs Attendance

Select an action 9 + Add Participant Current Members Past Members Filter

Send message Remove

| <input checked="" type="checkbox"/> | First Last | Phone | Address | Birthday | Start Date ^ | Last Attended | |
|-------------------------------------|---|------------------------------------|---|----------|--------------|---------------|-----|
| <input checked="" type="checkbox"/> | MM Mickey Mouse icufoundme@verizon.net Group Leader | m: 757-555-5555 h: 757-826-2110 | 1021 Big Bethel Rd Hampton, VA 23666 | 06/30 | 2/11/2019 | 2/2/2024 | ... |
| <input checked="" type="checkbox"/> | MM Mickey Mouse icufoundme@verizon.net | m: 757-555-5555 h: 757-826-2110 | 1021 Big Bethel Rd Hampton, VA 23666 | 06/30 | 9/17/2019 | -- | ... |
| <input checked="" type="checkbox"/> | DD Donald Duck donaldduck@example.com Class Member | m: -- h: -- | -- | 07/04 | 2/3/2022 | 4/26/2022 | ... |
| <input checked="" type="checkbox"/> | DD Daisy Duck testrecord@gmail.com Class Member | m: -- h: -- | -- | -- | 2/3/2022 | 11/11/2023 | ... |
| <input checked="" type="checkbox"/> | GT Goofy Test -- Class Member | m: -- h: -- | -- | -- | 2/3/2022 | -- | ... |

- If you're needing to attach something, you can click "Attachments" to the right of where you type your message. Once you are ready to send your email, click "Send".

