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! 2: zMickey Mouse Test Group										
Info Participants Inquiries Group Mtgs Attendance										
Select an action										
	First Las	t	Phone	Address	Birthday	Start Date 🔨	Last Attended			
	ММ	Mickey Mouse icufoundme@verizon.net	m: 757-555-5555 🖨 h: 757-826-2110 🖨	1021 Big Bethel Rd 🔒 Hampton, VA 23666	06/30 🖴	2/11/2019	2/2/2024			
	мм	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				
	DD	Donald Duck donaldduck@example.com	m: h:		07/04 🖴	2/3/2022	4/26/2022			
	DD	Daisy Duck testrecord@gmail.com Class Member	m: h:			2/3/2022	11/11/2023			
	GT	Goofy Test	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									
Select a	n action	5 - + Add Participant Curre	nt Members Past Members					T Filter	
Remove	330BC		Phone	Address	Birthday	Start Date 🔨	Last Attended		
	ММ	Mickey Mouse icufoundme@verizon.net A 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		
	ММ	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			
	DD	Donald Duck donaldduck@example.com Class Member	m: h:		07/04 🔒	2/3/2022	4/26/2022		
	DD	Daisy Duck testrecord@gmail.com	m: h:			2/3/2022	11/11/2023		
	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".

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мм	Mickey Mouse icufoundme@v Group Leader	Type message h	iere							•	2/11/
ММ	Mickey Mouse icufoundme@v									•	9/17/
DD	Donald Duck donaldduck@e Class Member									•	2/3/2
DD	Daisy Duck testrecord@gn Class Member										2/3/2
GT	Goofy Test Class Member								Close Send		2/3/2