SENDING AN EMAIL TO GROUP MEMBERS

• Navigate to your group's home page in Group Connect. 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.

• Once you've selected who you're emailing, click "Select an action," and click "Send message".

• 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".