



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.



 **zMickey Mouse Test Group**

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

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



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Select an action 9

[+ Add Participant](#)

[Current Members](#)

[Past Members](#)

Filter

Send message

Remove

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

- 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".

