

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.

First	Last	Phone	Address	Birthday	Start Date	Last Attended
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
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	..
DD	Donald Duck donaldduck@example.com Class Member	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 -- Class Member	m: -- h: --	--	--	2/3/2022	..

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

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- 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".

