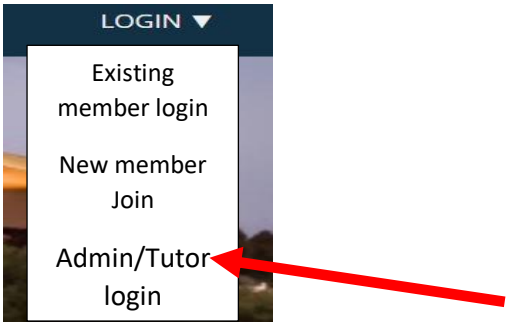
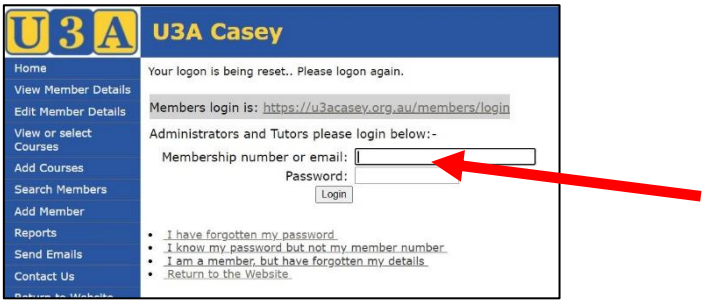
# How to send emails to class members

1. **Go to U3A Casey website**
   https://u3acasey.org.au/

   Click on L**ogin**
   Select Admin/Tutor login

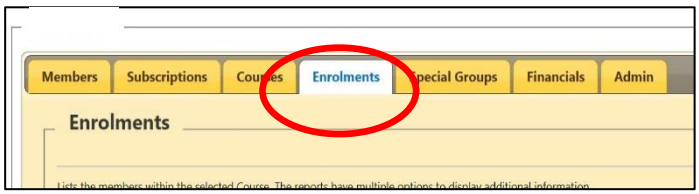



2. This will take you to the UMAS database.
   Log in using your Membership Number (on your badge) and Password.
   If you've forgotten your password, click on *'I have forgotten my password'* and it will be emailed to you.




3. Select **Send Emails**

4. Select **Enrolments** tab

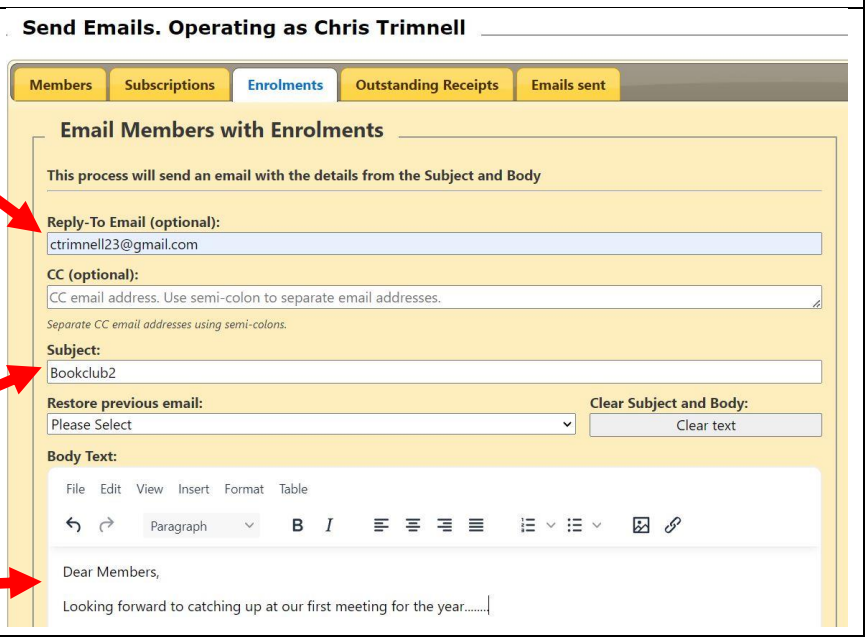



5. Insert your own email address, so members can respond directly to you

6. To add more than one cc, make sure that you do NOT leave a space between email addresses, just use a comma eg. jo@gmail.com,don@yahoo.com

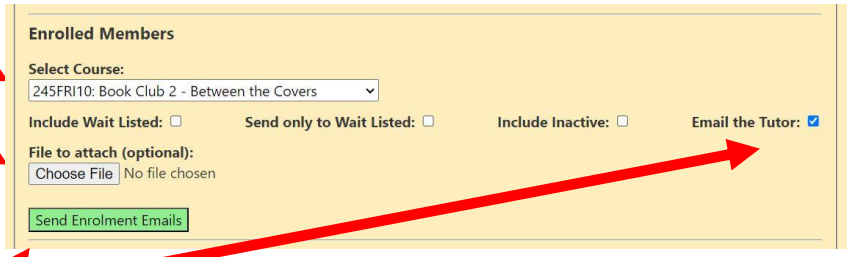
7. Add a **SUBJECT** The subject will automatically include U3ACasey. Always include the Course name & an indication of the content eg. Bookclub2 - Welcome

8. Type your email



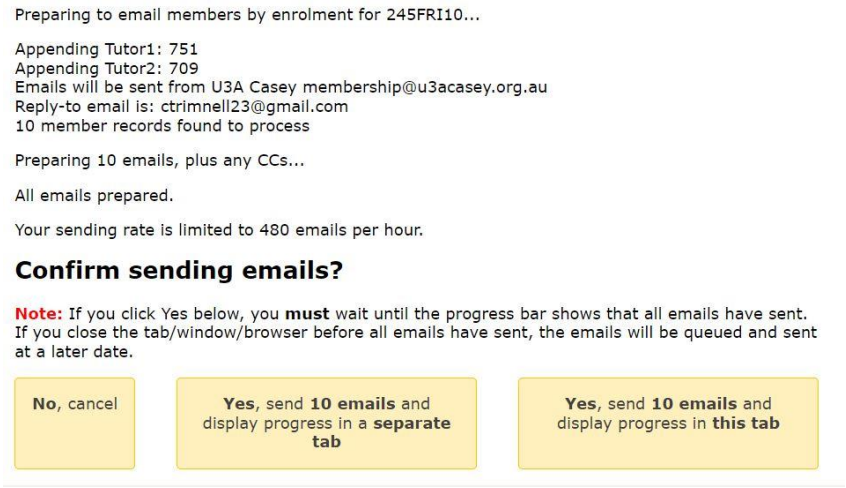
Scroll down screen

9. **Select a Course** using the pull down arrow.
10. **Choose file** – allows you to add an attachment, if you wish
11. Tick **INCLUDE INACTIVE** if you want to include any new people whose payment may not have been processed yet
12. Tick **EMAIL TUTOR** so you receive a copy of the email
13. Click on **SEND ENROLMENT EMAILS**

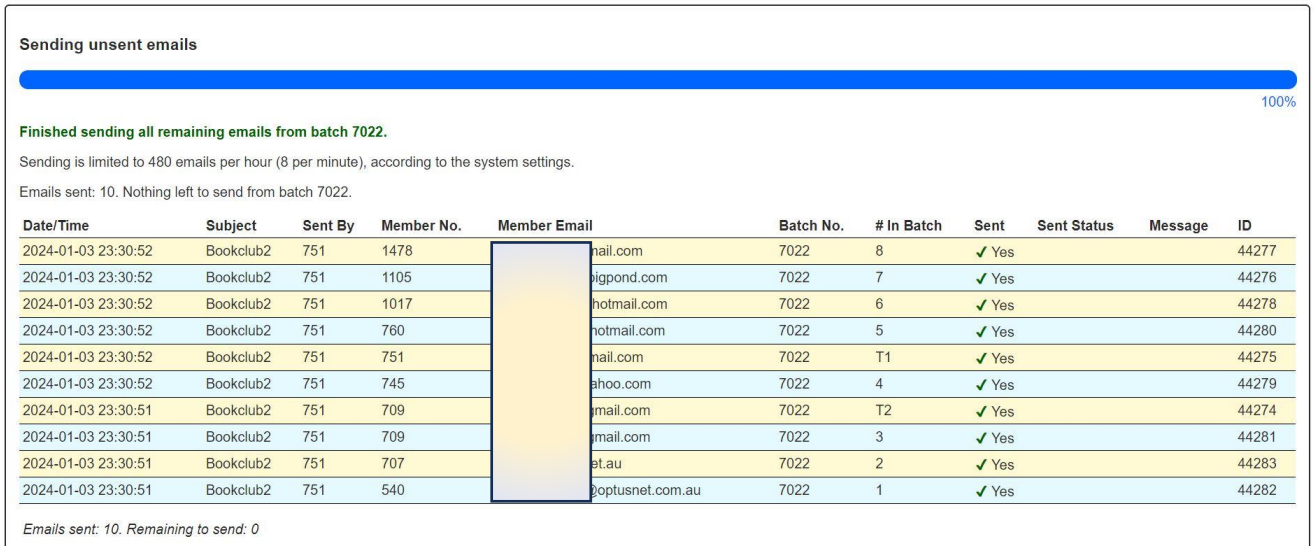



14. Select either box to send the email

**NOTE – read this!**




15. Two boxes like the one below will display as emails are sent out.




| Date/Time | Subject | Sent By | Member No. | Member Email | Batch No. | # In Batch | Sent | Sent Status | Message | ID |
|---|---|---|---|---|---|---|---|---|---|---|
| 2024-01-03 23:30:52 | Bookclub2 | 751 | 1478 | [redacted]nail.com | 7022 | 8 | ✓ Yes | | | 44277 |
| 2024-01-03 23:30:52 | Bookclub2 | 751 | 1105 | [redacted]igpond.com | 7022 | 7 | ✓ Yes | | | 44276 |
| 2024-01-03 23:30:52 | Bookclub2 | 751 | 1017 | [redacted]hotmail.com | 7022 | 6 | ✓ Yes | | | 44278 |
| 2024-01-03 23:30:52 | Bookclub2 | 751 | 760 | [redacted]hotmail.com | 7022 | 5 | ✓ Yes | | | 44280 |
| 2024-01-03 23:30:52 | Bookclub2 | 751 | 751 | [redacted]nail.com | 7022 | T1 | ✓ Yes | | | 44275 |
| 2024-01-03 23:30:52 | Bookclub2 | 751 | 745 | [redacted]ahoo.com | 7022 | 4 | ✓ Yes | | | 44279 |
| 2024-01-03 23:30:51 | Bookclub2 | 751 | 709 | [redacted]mail.com | 7022 | T2 | ✓ Yes | | | 44274 |
| 2024-01-03 23:30:51 | Bookclub2 | 751 | 709 | [redacted]mail.com | 7022 | 3 | ✓ Yes | | | 44281 |
| 2024-01-03 23:30:51 | Bookclub2 | 751 | 707 | [redacted]et.au | 7022 | 2 | ✓ Yes | | | 44283 |
| 2024-01-03 23:30:51 | Bookclub2 | 751 | 540 | [redacted]@optusnet.com.au | 7022 | 1 | ✓ Yes | | | 44282 |