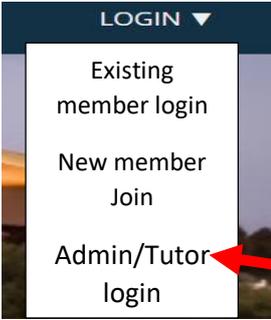
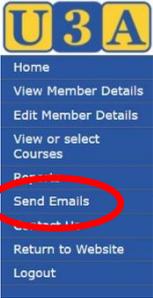
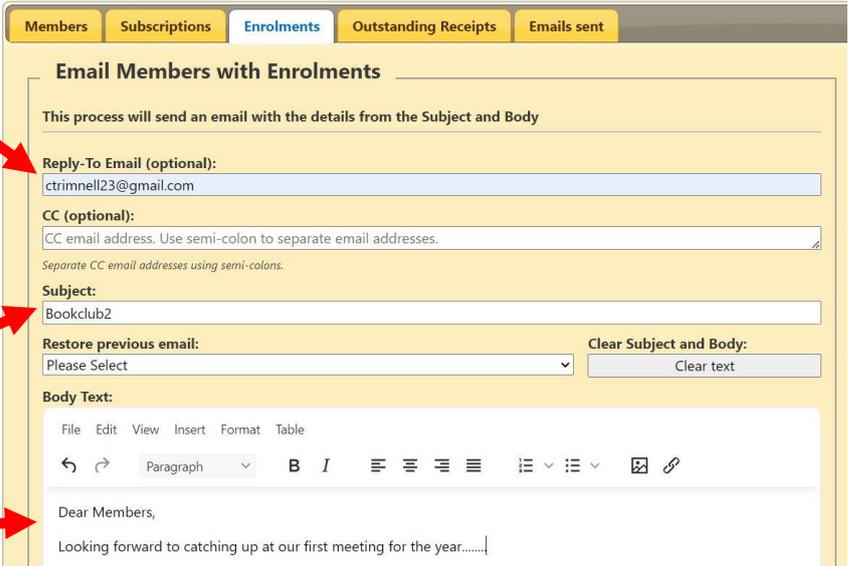


How to send emails to class members

<p>1. Go to U3A Casey website https://u3acasey.org.au/</p> <p>Click on Login Select Admin/Tutor login</p>	
<p>2. This will take you to the UMAS database. Log in using your Membership Number (on your badge) and Password. <i>If you've forgotten your password, click on 'I have forgotten my password' and it will be emailed to you.</i></p>	
<p>3. Select Send Emails</p>	
<p>4. Select Enrolments tab</p>	
<p>5. Insert your own email address, so members can respond directly to you</p> <p>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</p> <p>7. Add a SUBJECT The subject will automatically include U3ACasey. Always include the Course name & an indication of the content eg. Bookclub2 - Welcome</p> <p>8. Type your email</p>	<p>Send Emails. Operating as Chris Trimmell</p>  <p>Members Subscriptions Enrolments Outstanding Receipts Emails sent</p> <p>Email Members with Enrolments</p> <p>This process will send an email with the details from the Subject and Body</p> <p>Reply-To Email (optional): ctrimmell23@gmail.com</p> <p>CC (optional): CC email address. Use semi-colon to separate email addresses. <small>Separate CC email addresses using semi-colons.</small></p> <p>Subject: Bookclub2</p> <p>Restore previous email: Please Select</p> <p>Clear Subject and Body: Clear text</p> <p>Body Text:</p> <p>File Edit View Insert Format Table</p> <p>← → Paragraph B I</p> <p>Dear Members, Looking forward to catching up at our first meeting for the year.....!</p>

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**

Enrolled Members

Select Course: 245FRI10: Book Club 2 - Between the Covers

Include Wait Listed: Send only to Wait Listed: Include Inactive: Email the Tutor:

File to attach (optional): Choose File No file chosen

Send Enrolment Emails

14. Select either box to send the email

Preparing to email members by enrolment for 245FRI10...

Appending Tutor1: 751
Appending Tutor2: 709
Emails will be sent from U3A Casey membership@u3acasey.org.au
Reply-to email is: ctrimnell23@gmail.com
10 member records found to process

Preparing 10 emails, plus any CCs...

All emails prepared.

Your sending rate is limited to 480 emails per hour.

Confirm sending emails?

Note: If you click Yes below, you **must** wait until the progress bar shows that all emails have sent. If you close the tab/window/browser before all emails have sent, the emails will be queued and sent at a later date.

No, cancel

Yes, send 10 emails and display progress in a **separate tab**

Yes, send 10 emails and display progress in **this tab**

NOTE – read this!

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

Sending unsent emails



Finished sending all remaining emails from batch 7022.

Sending is limited to 480 emails per hour (8 per minute), according to the system settings.

Emails sent: 10. Nothing left to send from batch 7022.

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]	7022	8	✓ Yes			44277
2024-01-03 23:30:52	Bookclub2	751	1105	[REDACTED]	7022	7	✓ Yes			44276
2024-01-03 23:30:52	Bookclub2	751	1017	[REDACTED]	7022	6	✓ Yes			44278
2024-01-03 23:30:52	Bookclub2	751	760	[REDACTED]	7022	5	✓ Yes			44280
2024-01-03 23:30:52	Bookclub2	751	751	[REDACTED]	7022	T1	✓ Yes			44275
2024-01-03 23:30:52	Bookclub2	751	745	[REDACTED]	7022	4	✓ Yes			44279
2024-01-03 23:30:51	Bookclub2	751	709	[REDACTED]	7022	T2	✓ Yes			44274
2024-01-03 23:30:51	Bookclub2	751	709	[REDACTED]	7022	3	✓ Yes			44281
2024-01-03 23:30:51	Bookclub2	751	707	[REDACTED]	7022	2	✓ Yes			44283
2024-01-03 23:30:51	Bookclub2	751	540	[REDACTED]	7022	1	✓ Yes			44282

Emails sent: 10. Remaining to send: 0