

How to Email People in Your Group



Click on the **"Messages"** tab.

| RK OC: Tee m Members RK OC: Team Members Lesser 46 pe ticipants I Serving Team INFO MESSAGES CALENDAR FILES NEEDS POSITIONS SCHEDULES PARTICIPANTS Group Messages Leader Messages Leader Messages Leader Messages Leader Messages | Click on Group Actions • Click on "New Message." |
|---|--|
| Click to select whether to email "All Members," | Send Group Message |
| Leaders, or specific Group Members. | Reply To: Send replies to |
| Click to select whether replies go to only you, the entire group, or no one. | Don't store this message. Pin this message to the top of the list. Subject ■ I := != ● ■ ● Source |
| Enter your subject, compose your message, attach any files, and then scroll down and hit "Send" to send your email. | P Attach files |

If you need help, please email myridge@theridgecc.com.