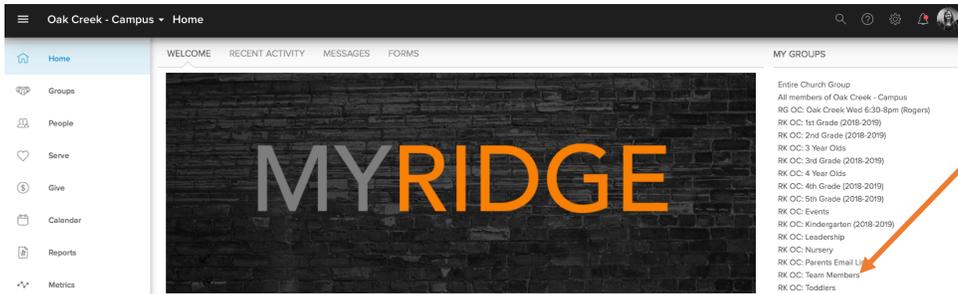
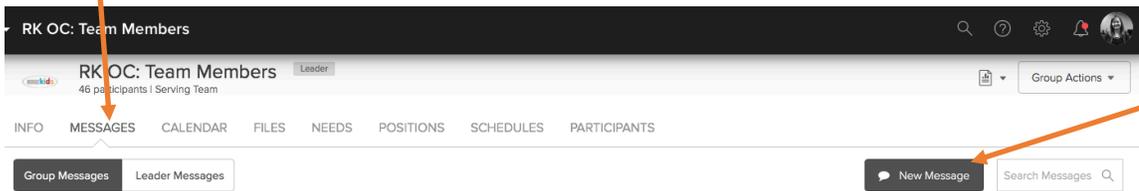


## How to Email People in Your Group



Click on the name of the group you lead.

Click on the “Messages” tab.



Click on “New Message.”

Click to select whether to email “All Members,” “Leaders,” or “Specific Group Members.”

Click to select whether replies go to only you, the entire group, or no one.

Enter your subject, compose your message, attach any files, and then scroll down and hit “Send” to send your email.

