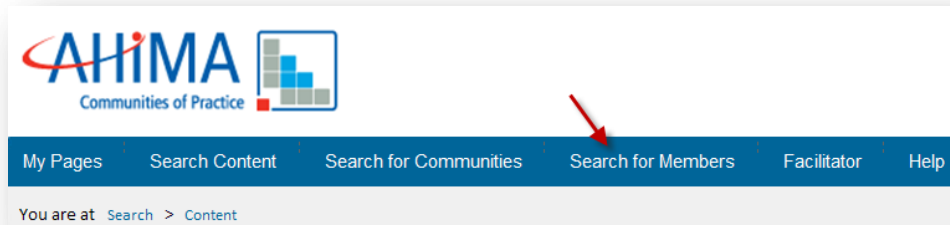


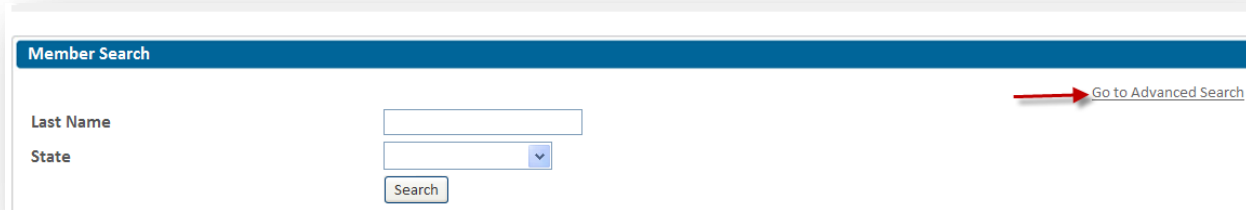


## Facilitators—E-blasting a Community’s Membership

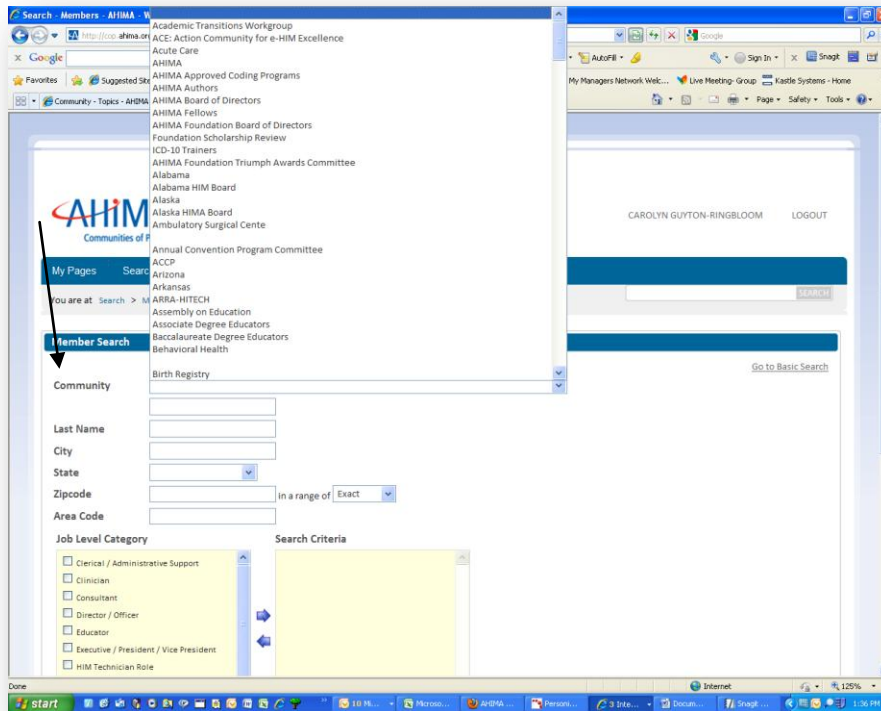
1. In the top toolbar, click on **Search**.
2. Choose **Search for Members**.



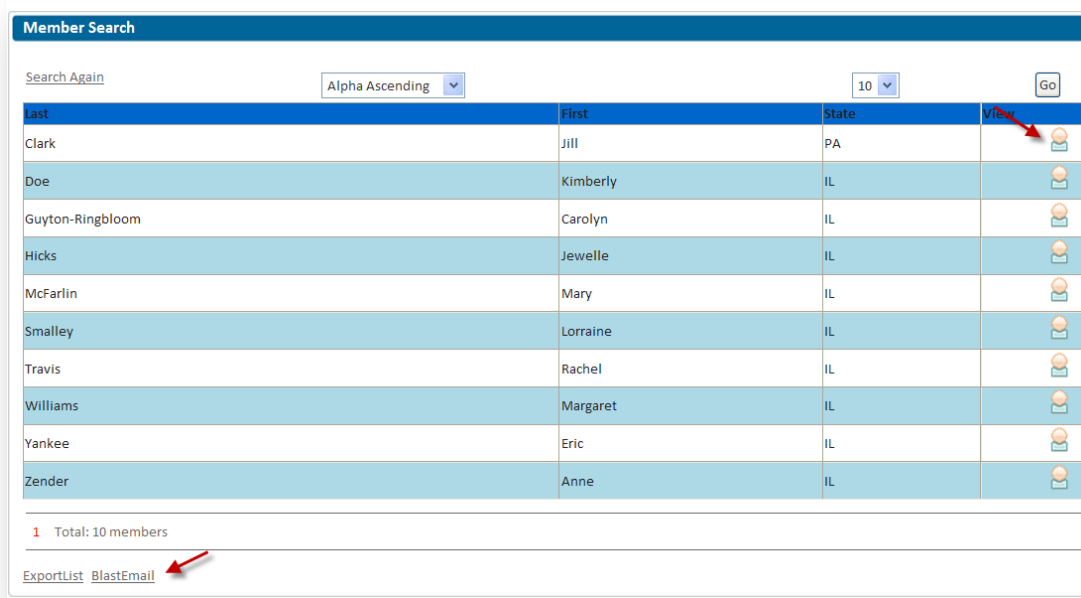
3. Select **Go to Advanced Search**



4. Click on the **Community** for the drop-down, choose the community you facilitate and then select the **Search** button on the bottom.



5. The list of members will appear. If you want to send a message to one member, choose the person icon next to his or her name. For an e-blast, click the **BlastEmail** link at the bottom.



6. A message box will appear along with a listing of the members receiving the message.
- In the Subject Line, indicate the **Community name** and the subject.
  - Type your message. You may copy and paste from another document.
  - Choose Send to have the message delivered within 30 minutes or choose the date and time to have sent.
  - Do not send advertisements or promotional messages. To alert your membership of a meeting, please include the meeting name, date, location and a link for additional information. Also, undelivered and out-of-office will be returned to you. In Outlook, you may use the Tools, Rules and Alerts to have these messages be automatically deleted.

