Step 2: Adding Recipients

1. Click on "From a group".
2. In the text box type in your group name. "RBfK Small Group – Grade 1" A list will form below the box for you to click on the correct group.

** In the Recipient choices section, You need to click the box next to "Primary Contact" AND "Spouse". This will send the email to both parents.

3. Click 'Add Recipients' to continue or 'Cancel' to start over.
4. You will have a list of names with checkboxes next to the names. Checking the box next to the name is for editing your list, there is no need to do this to send your letter to these individuals.

5. Lastly, those with the email icon next to their name denotes they have an email address in the system. After adding all people to the recipient list, click **Step 3: Send** at the top of the page to continue.

Step 3: Send

6. Click on the "No" box next to email version and change it to a "Yes".
7. Then click on the send button at the bottom left of the box.

Step 1 Compose → Step 2 Choose recipients → Step 3 Send
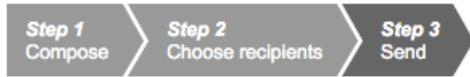
SEND "ACCESS YOUR 2015 GIVING STATEMENT"

Email version   NO
Subject: Your 2015 Giving Statementthis mail
☑ Follow recipient's General Church Communication settings
Send email to 3 recipients

Print version   Sorting and label options…   NO
☐ Only for recipients without an email address
Create letters for 7 recipients

Export (CSV) version   NO
Export recipient list to use in another program
File will contain 7 recipients

Send

An indicator showing how many emails were sent. **The number of emails, letters, or labels may be different than the number of recipients. This is because more than one person may share an email address or live at the same residence. With the email version, multiple people sharing a single address will be sent only one email listing multiple recipients in the to and salutation sections.