

## 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.

**Add Recipients**

From a group  
Individually by name  
From a saved search  
From a position  
Registered for an event  
Helping with a need  
From a process queue

Start typing a group name

Include group participants with a status of:

- Member (0)
- Leader (0)
- Invited (0)
- Requesting (0)
- Director (0)
- Coach (0)

Recipient choices:

- Selected group participants
- Primary contact (of their family)
- Spouse (of their family)
- Children (of their family)
- Other members (of their family)

Cancel Add Recipients

**\*\* 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.

Step 1 Compose Step 2 Choose recipients Step 3 Send

RECIPIENTS OF "ACCESS YOUR 2015 GIVING STATEMENT"

Remove selected recipients Add more...

Type a name to narrow to

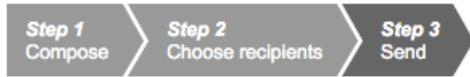
<input type="checkbox"/>	Recipient	Has Email
<input type="checkbox"/>	Maria Aspen	
<input type="checkbox"/>	Adam Creighton	
<input type="checkbox"/>	Samantha Edwards	
<input type="checkbox"/>	Julie Jefferson	
<input type="checkbox"/>	Don Johnson	
<input type="checkbox"/>	Dave Martin	
<input type="checkbox"/>	Bob Wilkes	

First Prev 1 Next Last




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.



SEND "ACCESS YOUR 2015 GIVING STATEMENT"

	<b>Email version</b> Subject: Your 2015 Giving Statement <input checked="" type="checkbox"/> Follow recipient's General Church Communication settings Send email to 3 recipients	<input type="checkbox"/> NO
	<b>Print version</b> <small>Sorting and label options...</small> <input type="checkbox"/> Only for recipients without an email address Create letters for 7 recipients	<input type="checkbox"/> NO
	<b>Export (CSV) version</b> Export recipient list to use in another program File will contain 7 recipients	<input type="checkbox"/> NO

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.**