

Whittlesea U3A Tutor/Leader Instructions

SEND EMAILS (Tutors)

Emails may be sent by the Tutor/Leader of their class/s to members enrolled those classes.

Attachments can be added to the email. **CAREFUL** Ensure that the “Choose File” is a Word or PDF file.

Follow the Steps listed below to create an email to members enrolled in your class.

Step 1	Login to the Membership System and Select the Enrolments Tab
Step 2	Type the Subject (2a) and Body Text (2c) that you wish to include in the email. Hyperlinks www... or ...@... are acceptable. Option - enter cc: email address (2b). You may enter your own email address so that you also get a copy of the email. NOTE The email is cleared after each “send”
Step 3	If sending an attachment – click “Choose File” (if using Chrome) or “Browse” (if using Internet Explorer) and select the file to attach from your computer files. Otherwise, skip this step
Step 4	Select the class to send email to, from pulldown menu
Step 5	Click on the “Send Enrolment Emails” green button (you will be given an opportunity to confirm this function before the email is actually sent.

Step 6	You are given a chance to cancel or send the email. If “Yes” is selected the email will automatically be sent to the group of Members.
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If "No" is selected the email will not be sent and the text can be altered for sending if necessary. **CAREFUL** select Clear Text at the top of the screen

Key: access **Value:** 2
Key: memberid **Value:** 14030
Key: memberName **Value:** Kevin Whelan
Key: mysecurity **Value:** 4
Key: loginNumber **Value:** 14030
 Sending emails from Whittlesea U3A Inc
 members@whittleseau3a.org.au
 No attachment found. If you selected an attachment, the file type must be valid.
CAREFUL, if you click on Yes the email you have created for members in this enrolment will be sent immediately?

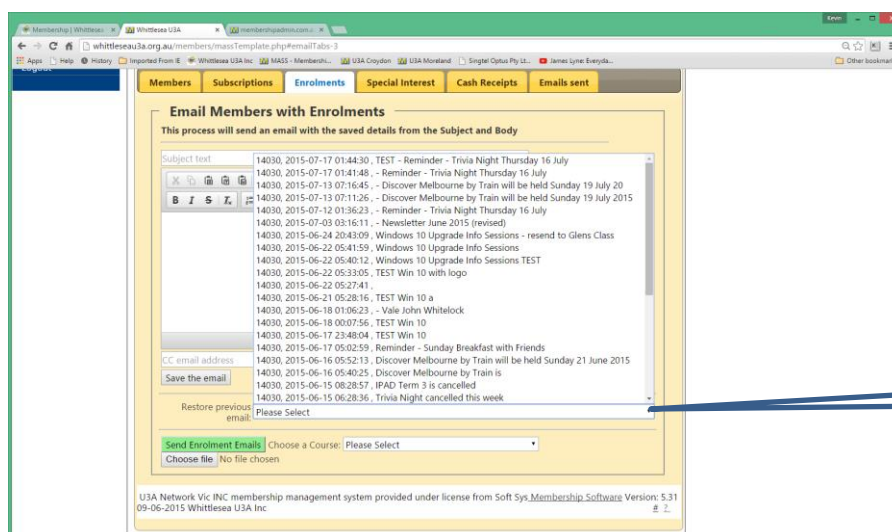
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Step 7 A list of email addresses will be shown on completion inc the total number sent as well as the cc: email address. Invalid emails will be returned as Failed to Deliver and these can be checked by the administrator

Key: access **Value:** 2
Key: memberid **Value:** 14030
Key: memberName **Value:** Kevin Whelan
Key: mysecurity **Value:** 4
Key: loginNumber **Value:** 14030
 Sending emails from Whittlesea U3A Inc
 members@whittleseau3a.org.au
 No attachment exists
 Processing 2 records
 Message sent to cc: info@whittleseau3a.org.au
 Message sent to member Mary Renshaw
 Message sent to member Glen Wall
 Completed.
 Subject and Body and CC removed. Kevin Whelan can only see their own Courses

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Step 8 Restore Previous Email: Once a Tutor has sent an email it can be retrieved to modify and resend. This is specific to the Tutor and the tutor cannot access emails sent by others.



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Gotcha's and Notes

- If including an attachment to the email this must be selected after "Save the email" is clicked otherwise the attachment will be negated and you will need to re-attach it.
- The Course Code or Description is not automatically inserted into the email. Therefore, it is advisable to type the Course Description into the Subject line.
- Use simple formatting ie: select font, size, colour, Bold, Italics.

- Other formatting is still under development ie: tables, paste, etc

Step one of fixing this is to construct your mass emails so they don't look like SPAM :-

- Have a proper origin email address (your Office maybe?)
- Make sure the Subject field matches the topic of your first paragraph
- Make sure you have a paragraph which states why the recipient is getting an email from you (You are receiving this email because you are a member and have elected receive emails)
- Make sure that you have the full U3A name, address and contact details either as a header or footer.
- Make sure you have a functional Unsubscribe feature
- Avoid having a lot of text in blazing colour and capitals and with exclamation marks - a spammer's favourites.