
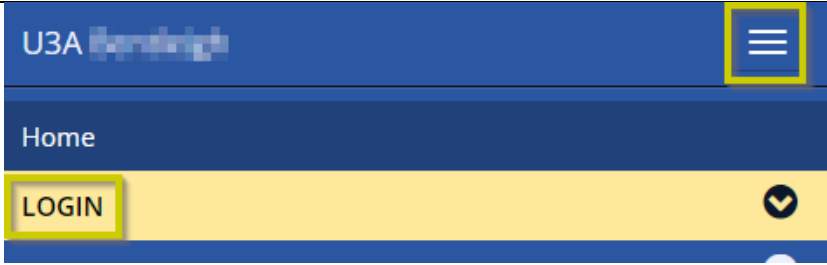
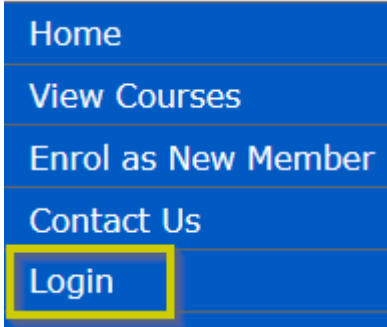
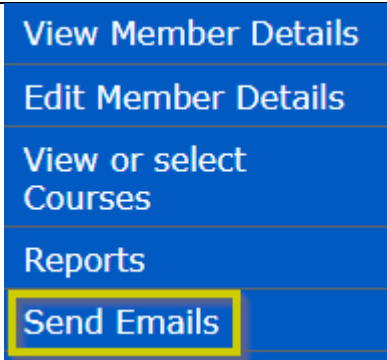


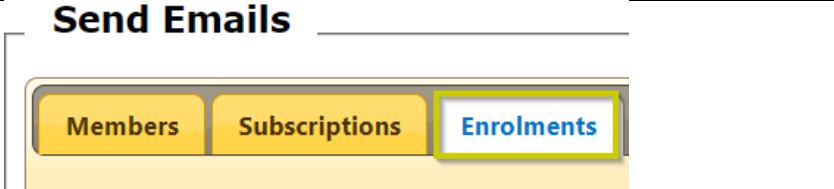
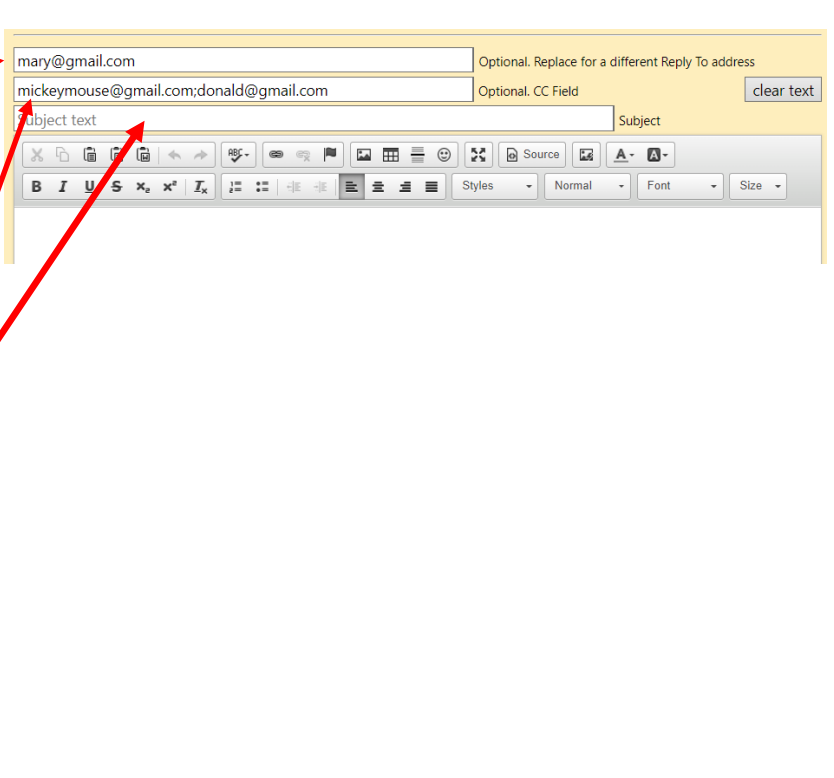
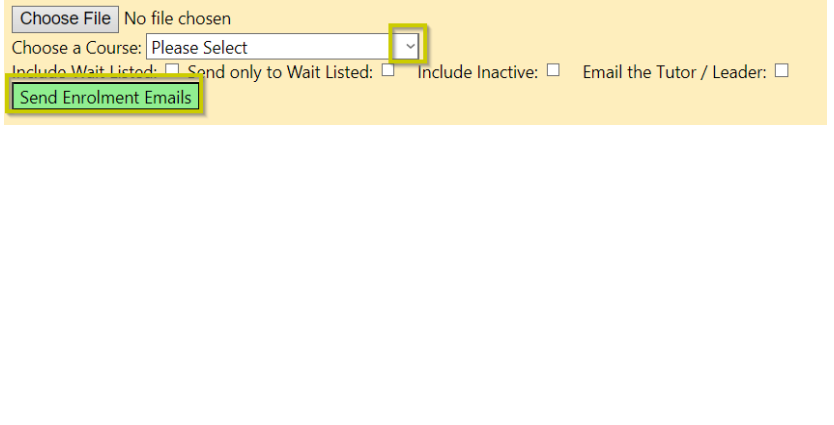
U3A How Tutors send emails to class members

Why use U-MAS?

The advantage of using U-MAS to send emails (rather than your private email) is that if members withdraw or new members enrol, the email list is always current.

If you are new to sending emails from U-MAS or have not enabled browser popups it is advisable you enable browser popups before you start. Refer Item 18 for instructions on how to enable popups in popular browsers.

<p>1. Go to your U3A website eg: https://whittleseau3a.org.au/</p> <p>On your desktop, laptop or tablet</p> <p>Go to LOGIN (RHS of page) Click on the down arrow Click on Tutor login</p> <p>This will take you to UMAS</p>	 <p>A blue navigation bar with the text 'Contact Us' on the left and a yellow-outlined 'LOGIN' button with a downward arrow on the right.</p>
<p>2. On your phone Click on the horizontal lines</p> <p>Then click on LOGIN Click on the down arrow Click on Tutor login</p> <p>This will take you to U-MAS</p>	 <p>A mobile navigation bar with 'U3A Whittleseau' on the left, a yellow-outlined hamburger menu icon on the right, and a yellow 'LOGIN' button with a downward arrow below it.</p>
<p>3. LOGIN to U-MAS with your Member Number (on your badge) and Password.</p> <p>If you have forgotten your password, click on <i>I have forgotten my password</i> and follow the prompts to reset it.</p>	 <p>A vertical menu with blue buttons: 'Home', 'View Courses', 'Enrol as New Member', 'Contact Us', and a yellow-outlined 'Login' button.</p>
<p>4. Select SEND EMAILS</p>	 <p>A vertical menu with blue buttons: 'View Member Details', 'Edit Member Details', 'View or select Courses', 'Reports', and a yellow-outlined 'Send Emails' button.</p>

<p>5. Select ENROLMENTS tab</p>	
<p>6. Insert your own email address, if you wish students to reply to you directly.</p> <p>7. To add more than one cc, make sure that you do NOT leave a space between email addresses, semi-colon only to separate eg jo@gmail.com;don@yahoo.com</p> <p>8. Add a SUBJECT The Subject will automatically include U3A XXXXX. You should include the Course name and an indication of the content eg Tai Chi-class cancelled</p> <p>9. Type your email</p> <p>10. You can also personalise emails if you wish eg Dear [preferred_name] [surname] or Dear [first_name]</p>	
<p>11. CHOOSE A COURSE using the pull down arrow</p> <p>12. CHOOSE FILE allows you to add an attachment if you wish</p> <p>13. Tick INCLUDE INACTIVE – this will include any new people whose payment has not yet been processed</p> <p>14. Tick EMAIL TUTOR so you receive a copy</p> <p>15. Select SEND ENROLMENT EMAILS</p>	
<p>16. . Tick YES to send the email</p>	<p>2 Members found to process in 22TEST01 (not including any CCs) You have a delay of 1 minute per 200 emails set. If a pop-up screen does not appear please contact your system administrator and remind them to look at the Email Sent tab for See the status of emails in progress button button. Please be patient. Wait till the popup screen indicates all emails are sent. Popups must be enabled. CAREFUL, if you click on Yes the email you have created for members will be sent immediately?</p> <p><input type="button" value="Yes"/> <input type="button" value="No"/></p>

17. A pop-up box will appear.

This shows the progress of your email. NB Do NOT close UMAS or your computer until 100% of the emails have been sent.

If the pop up does NOT appear, you will need to enable pop ups on your device (see 18.)

Bulk Email Progress

Autoload: Show the latest batch (no. 8974), and send any unsent emails from this batch.

List all batches: Show all batches, and send all unsent emails.

List all batches unsent: Show and send all unsent emails.

List all BAD unsent: Show all emails that failed to send, and send all unsent emails.

Delete all BAD: Delete all emails that failed to send.

Delete all unsent emails: Delete all emails that have not been sent yet.

Delete emails for this batch: Delete all emails for the latest batch (batch no. 8974).

Sending unsent emails

Finished sending all remaining emails from batch 8974.

Sending is limited to 360 emails per hour (6 per minute), according to the system settings.

Emails sent: 2. Nothing left to send from batch 8974.

Date/Time	Subject	Sent By	Member No.	Member Email	Batch No.	# In Batch	Sent	Sent Status	Message	ID
2022-09-29 09:42:05	test pop ups	1020	4582		8974	2	✓	Yes		217624
2022-09-29 09:42:05	test pop ups	1020	3002		8974	1	✓	Yes		217623

18. Enable pop ups on your device

To enable pop-ups in **Microsoft Edge**

- Open Microsoft Edge, select the Menu (click on the 3 dots icon on top right corner of the screen)
- Click **Settings**
- Click **Site permissions**
- Open **Pop-ups and redirects**
- If "**Block**" is on, click Turn off to allow pop-ups OR **Allow** [*.] whittleseau3a.org.au - *this allows only Whittlesea U3A emails rather than removing all blocks*
-
- Close the Settings Tab

To enable pop-ups in the **Google Chrome**

- Open Chrome, select the Menu (click on the 3 dots icon on top right corner of the screen)
- Click **Settings**
- Click **Privacy and security**
- Click **Site Settings**
- Scroll down to **Pop-ups and redirects**
- Click the checkbox **Sites can send pop-ups and use redirects**
- Close the Settings Tab

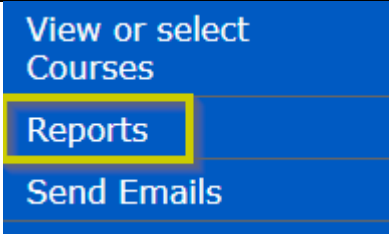
To enable pop-ups in **Firefox**

- Open Firefox, (click on the 3 horizontal bars top right)
-
- Click **Settings**
- Select the **Privacy & Security**
- Uncheck the box next to **Block pop-up** windows to disable the pop-up blocker altogether or add your U3A domain eg: u3axxxx.org.au as an Exception.

If you use **Safari** on an **iPhone** or an **iPad**:

- Open **Settings**
- Scroll down to **Safari** and open
- On the screen that opens tap the slider of **Block Pop-ups** to turn off the pop-up blocker

How to check contact details of your course members

<p>1. Select REPORTS</p>	
<p>2. Select ENROLMENTS</p> <p>3. LIST ENROLMENTS. You can view this on-screen or print An email can be sent to the Tutor with a PDF attachment</p> <p>If there are members with no email you can suggest that they ask a friend in the class to relay messages. If you prefer, you can phone them.</p>	