## **Broadcast Email or List-Serve System**

Log in to the website using your staff login information

Navigate to STAFF TOOLS – BROADCAST EMAIL



From the home screen of past messages sent using the system, you have two basic options:

- 1. Start a NEW Blank Email message
- 2. Copy an existing message (for formatting etc), edit that message and send it again

Click either the NEW+ icon for a new blank message

OR – scroll through the list to find a previous message you wish to copy, place a checkmark in it's selector box and click the COPY icon.

|   |     |       | -       | Home Staff Tools                                  | Government Community       | Protective Services Public                 | Works & Transportation Ta | ax & Finance |
|---|-----|-------|---------|---|----------------------------|--|---------------------------|--------------|
|   | Nev | wslet | ter     |   |                            | Preview/Ser                                | nd New Edit Delet         | T<br>e Copy  |
|   | Se  | arch  |         | Q X   |                            | 2  | All lists<br>Send Date    | ~            |
|   | #   |       | SUBJECT |   | SEND DATE                  | SENDER INFORMATION                         | CREATOR                   | ID ^         |
|   | 1   |       | 0       | Bridgetown Water<br>Main Leak                     | 21 January 2025 11:44      | Municipality of the<br>County of Annapolis | Kevin Estey               | 753          |
|   | 2   |       | ٥       | URGENT UPDATE<br>Bridgetown Water<br>Main Repair  | 19 January 2025 14:40      | Municipality of the<br>County of Annapolis | Kevin Estey               | 752          |
|   | 3   |       | O       | Bridgetown Water<br>Main Repair                   | 19 January 2025 09:12      | Municipality of the<br>County of Annapolis | Kevin Estey               | 751          |
|   | 4   |       | 0       | Bridgetown Water<br>Main Repair                   | 14 January 2025 14:10      | Municipality of the<br>County of Annapolis | Kevin Estey               | 750          |
| - | -   |       | ٥       | Bridgetown Water<br>Main Leak                     | 07 January 2025 11:03      | Municipality of the<br>County of Annapolis | Kevin Estey               | 749          |
|   | 6   |       | 0       | Water Shut Off<br>Locate                          | 23 October 2024 13:32      | Municipality of the<br>County of Annapolis | Amanda Lewis              | 748          |
|   | 7   |       | 0       | Bridgetown Hydrant<br>Flushing                    | 02 October 2024 09:32      | Municipality of the<br>County of Annapolis | Kevin Estey               | 747          |
|   | 8   |       | O       | Bridgetown Water<br>Main Repair                   | 01 October 2024 09:10      | Municipality of the<br>County of Annapolis | Kevin Estey               | 746          |
|   | 9   |       | ٢       | Margaretsville<br>Mandatory Water<br>Conservation | 27 September 2024<br>09:04 | Municipality of the<br>County of Annapolis | Kevin Estey               | 745          |

Fill in the SUBJECT box - this is the standard Email Subject

\*\*\* Leave all other details in the top section as they are – Go directly to the SECOND section

If the LISTS button is not selected already, then select it to show the available lists

Select the appropriate list(s) to send your Email to

Move on to the EDITR block and add your message content. Images, links, emails, any content you wish.

When your message is complete, scroll all the way back to the top of the page and select PREVIEW/SEND.

\*\*\* You will be presented with a view of your message as it will appear in most Email programs.

If you are happy with your message, click on SEND

If you need to adjust your message, click on EDIT, make your changes and click PREVIEW SEND again.

The final step will show you one final SEND button and the details of how many messages will be sent out. Click the SEND button, and then you may close up that requestor box and continue with your work. Messages will go into the queue and will begin to send automatically.

|   | COUNTY / ANNAPOLIS  | Home Staff Tools Governm   | nent Community Protective Service   | s Public Works & Transportation Tax & Fina        | nce |
|---|---|--|---|---|-----|
| NUMERATION     Subject     Published     Not See     No   | Newslet   | ter :  | Template Tags Replace Tag   | s Preview / Send Save Apply Cancel                | ı   |
| Subject Published     Alis     Visible  | NEWSLETTER INFORM   | ATION  |   | ×   |     |
| Alias visible | Subject   |  | Published   | No Yes  |     |
| Created Date 8 February 2025 19:47   Send HTML Version No   Tumbnal Image: Sender Information   Meddata Imbox actions   Tot Sender Information   Meddata Imbox actions   Tot Menopal Elections   Ourself Version Versions Image: Sender Information   Meddata Imbox actions   Tot Menopal Elections   Ourself Versions Image: Sender Information   Meddata Imbox actions   Image: Sender Information Meddata   Municipal Elections Image: Sender Information   Ourself Versions Image: Sender Information   Image: Development of the above selected lists will receive the Newsletter. You can refine the user selection by actions generations   Image: Development of the above selected lists will receive the Newsletter. You can refine the user selection by actions generations   Image: Development of the above selected lists will receive the Newsletter. You can refine the user selection by actions generations   Image: Development of the above selected lists will receive the Newsletter. You can refine the user sel  | Alias   |  | Visible   | No. Yes   | T   |
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| Tags Tags Tags Tags Tags Tags Tage Tage Tage Tage Tage Tage Tage Tage   | Thumbnail   | ? Selection  | Summary   | This description will be displayed in the archive |     |
| Image: Sender Information       Metadata       Inbox actions         Image: Sender Information       Metadata       Imbox actions         Image: Sender Information       Metadata       Imbox actions         Image: Sender Information       Metadata       Imbox actions         Image: Sender Information       Image: Sender Information       Image: Sender Information         Image: Sender Information       Metadata       Image: Sender Information       Image: Sender Information         Image: Sender Information       Image: Sender Information       Image: Sender Information       Image: Sender Information         Image: Sender Information       Image: Sender Information       Image: Sender Information       Image: Sender Information         Image: Sender Information       Image: Sender Information       Image: Sender Information       Image: Sender Information         Image: Sender Information       Image: Sender Information       Image: Sender Information       Image: Sender Info  | Tags  |  |   | zone.   |     |
| None All   Only users subscribed to at least one of the above selected lists will receive the Newsletter. You can refine the user selection by adding criteria:   FILTERS     FILTERS     Select a filter type     Add a filter     Or  | → Attachments<br>The Newsletter will<br>✓ Cour<br>○ | Sender Information Meta<br>Sender Information Meta<br>Il be sent to the following selected II<br>inty News<br>nicipal Elections<br>inty Water System - Bridgetown<br>inty Water System - Cornwallis Park<br>inty Water System - Granville Ferry<br>inty Water System - Margaretsville<br>ste Water Treatment System - Bridgeto<br>ste Water Treatment System - Cornwal<br>ste Water Treatment System - Cornwal | vm<br>IIS   |   | 6   |
| Select a filter type  Add a filter  | Only users subscril<br>adding criteria:   | All bed to at least one of the above sel   | ected lists will receive the Newslett   | er. You can refine the user selection by          | 1   |
| or  | Select a f  | filter type 🔹  |   |   |     |
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