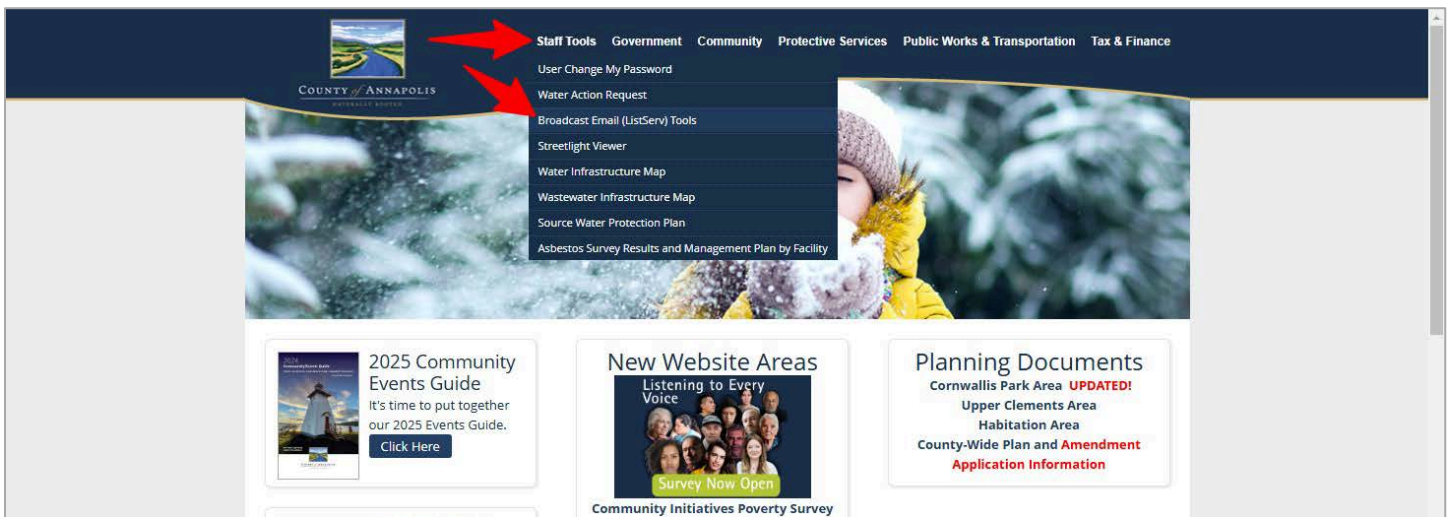# Broadcast Email or List-Serve System

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.
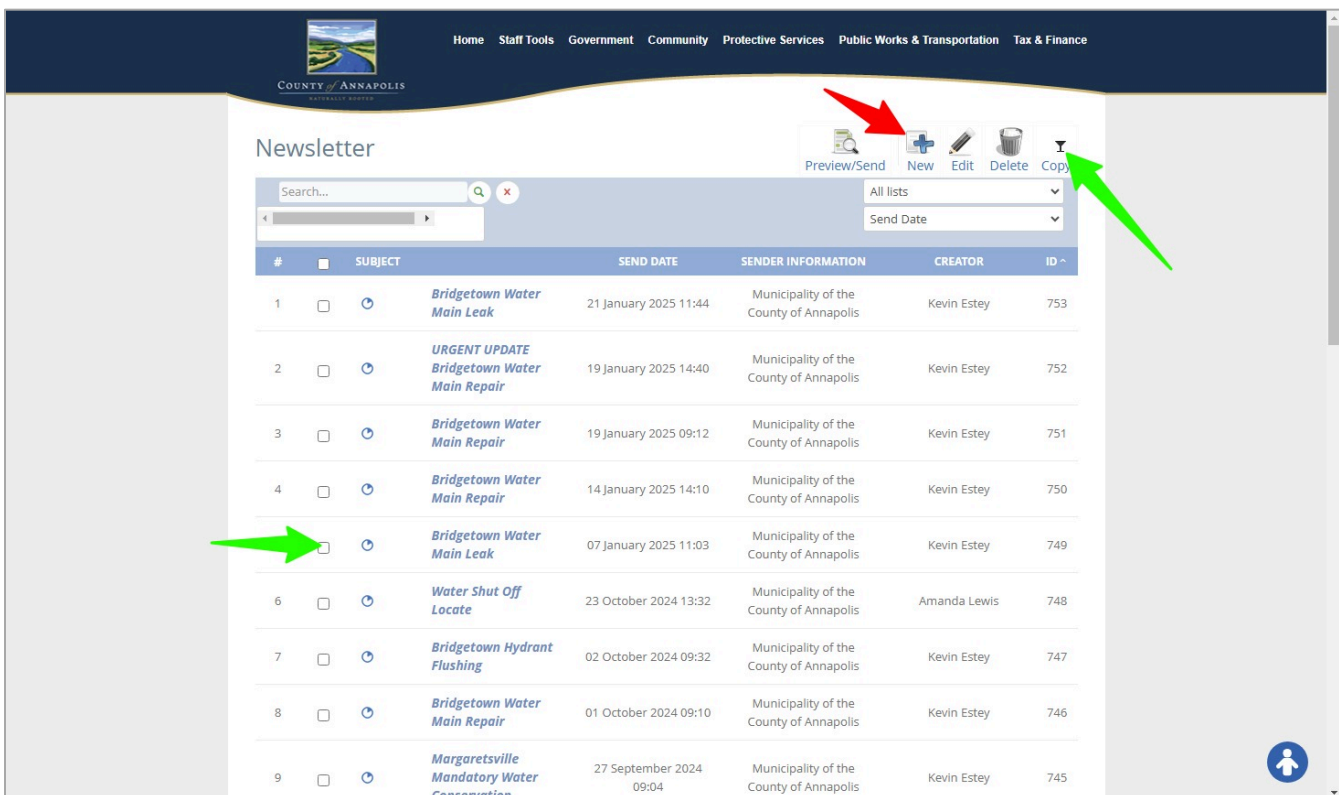
Fill in the SUBJECT box – this is the standard Email Subject

*** 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.

Newsletter :

NEWSLETTER INFORMATION

Subject		Published	No Yes
Alias		Visible	No Yes
Created Date	03 February 2025 19:47	Send HTML Version	No Yes
Thumbnail	Selection ☐ Delete picture	Summary	This description will be displayed in the archive zone.
Tags			

Attachments   Sender Information   Metadata   Inbox actions   **Lists**

The Newsletter will be sent to the following selected lists

- ☑ ● County News
- ☐ ● Municipal Elections
- ☐ ● County Water System - Bridgetown
- ☐ ● County Water System - Cornwallis Park
- ☐ ● County Water System - Granville Ferry
- ☐ ● County Water System - Margaretsville
- ☐ ● Waste Water Treatment System - Bridgetown
- ☐ ● Waste Water Treatment System - Cornwallis
- ☐ ● Waste Water Treatment System - Nictaux

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

Select a filter type ▼

Add a filter

Or

HTML VERSION

Editor   Code