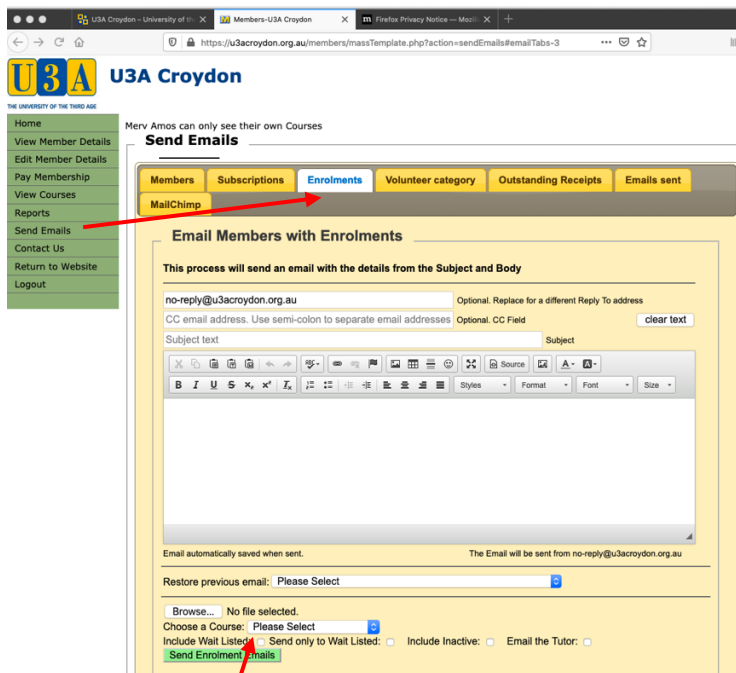
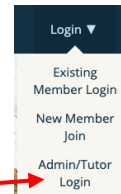


SENDING EMAILS WITH UMAS SYSTEM

1: LOGIN TO UMAS FROM: <https://u3acroydon.org.au/>



SELECT ON THE LEFT-HAND SIDE "SEND EMAILS"

A. Open Enrolments tab

- i. Reply to Address: (Place your own email address)
- ii. You do not need to use the CC field
- iii. Subject: e.g. Bushwalking Saturday
- iv. To personalize the email start with: **Dear [preferred_name]**, then type the message
- v. Ensure that the **Subject text is included in the beginning of the message**. Then complete the message as normal.
- vi. Include a paragraph at the end eg: **You are receiving this email because you are a member of U3A Croydon and have elected to receive emails.**
- vii. At the bottom **Choose a Course** should already be shown. If not scroll to find the course
- viii. Then Select (Send Enrolment Emails)
- ix. On the next screen select Yes to send to all on the list
- x. The emails will be sent and will show a list of all the members that will receive the email