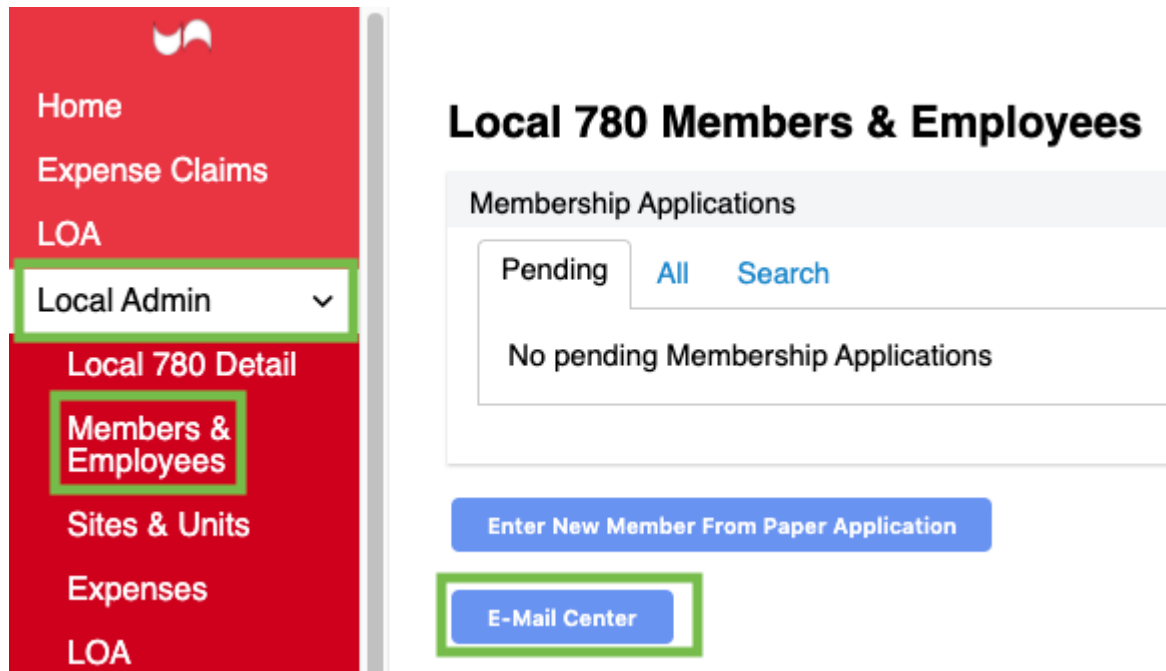


This feature allows you to send one email message to all members with an email address recorded. However, in many cases the email address is personal. Please consider the sensitivity of content before sending. Only the **UNANet** service should be considered secure. Accounts such as HotMail.com or Yahoo.com are often accessed by others.

There is a **E-Mail Centre** button on the **Members & Employees** page.



The **Message** interface will open. Complete the message using the **Subject** and **Body** fields. Review and correct any errors. If an attachment is desired, click on **Choose File** to locate and attach the file. Note the restriction to 5MB in size and the limit of one attachment per message.

## Local 780 E-mail Center

E-mails sent via this form will be delivered to all Local 780 Members OR Members included in a selected list from the dropdown menu that have an e-mail address entered in their contact information. Those Members with UNANet accounts will have the e-mail sent to their *@una.ca* address as well.

From

**Local 780 Exec**

*A copy of the e-mail will be sent to the Local 780 Exec conference*

Subject

Body

Optional attachment (up to 5MB)  No file chosen

Mail to:

Once you click on **Mail to:** you can choose the email lists. Click on **See List** then **Send**.

The e-mail will be sent to 296 people. [See List](#) [Clear List](#)

[Send](#)

Show  entries from  Filter:

found set

Name	E-mail Address

← → Showing 1 to 10 of 296 entries from found set

The next screen will indicate how many members will receive the emails. Click on **Schedule for Send**. **Reset E-mail Data** will clear the loaded e-mail addresses and whatever they've entered into the **Subject** and **Body** fields, and reload the page to start "fresh".

The e-mail will be sent to 22 people. *30 e-mails will be sent as people with multiple e-mail addresses (eg. personal and UNANet) will receive the e-mail at each address.* [See List](#) [Reset E-mail Data](#)

[Schedule For Send](#)

A confirmation screen will appear, click on **Send** to send the email.

**Confirm Scheduled E-mail Send**

Are you sure you want to send the e-mail? It will be sent to 296 people.

[Cancel](#) [Send](#)

Once you click on **Send**, a message will appear indicating the message sent successfully. There is no way to **Unsend**.

Successfully queued your e-mail for sending. It should start sending out within the next half hour.