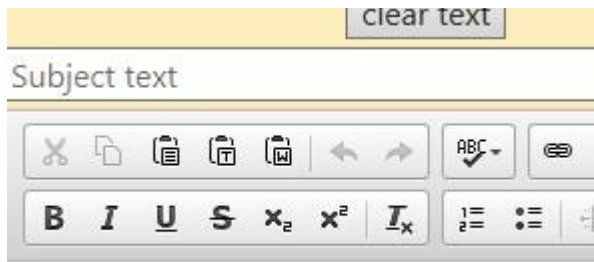


Send Email Inserting a URL Link



The link item is in the top bar just to the right of ABC.

If you wish to insert a URL into the text of an email, click on this icon and type or copy the URL into the box and then click OK. You will then have an 'active' URL such that when a member received the email that member can click on the URL to access the link.

A screenshot of the 'Email Members' interface. At the top, there are tabs for 'Members', 'Subscriptions', 'Enrolments', 'Outstanding Receipts', 'Emails sent', and 'MailChimp'. The main area is titled 'Email Members' and contains a form for sending an email. The form includes a 'Subject' field with the text 'Test Email 2 Nunawading Website' and a 'Body' field with the text 'Dear [preferred_name] Please find attached the url for U3A Nunawading'. A 'Link' dialog box is open over the body text, showing 'Link Type' set to 'URL' and 'Protocol' set to 'http://'. The 'URL' field contains 'u3anunawading.com.au'. The dialog box has 'OK' and 'Cancel' buttons. At the bottom of the interface, there are two status messages: 'Email automatically saved when sent.' and 'The Email will be sent from u3anucom@u3anunawading.org.au'.

After Click on OK in the link box it should look as below:

Send Emails. Operating as Andrew Lockwood

Members Subscriptions Enrolments Outstanding Receipts Emails sent MailChimp

Email Members

This process will send an email with the details from the Subject and Body

Optional. Replace for a different Reply To address

Optional. CC Field

Subject

B *I* U **S** x_2 x^2 *I_x* Styles Normal Font 16

Dear [preferred_name]

Please find attached the url for U3A Nunawading

<http://u3anunawading.com.au>

Regards Andrew

`body p span`

Email automatically saved when sent. The Email will be sent from u3anucom@u3anunawading.org.au

Restore previous email:

Send where member number is between: and To send blocks of emails