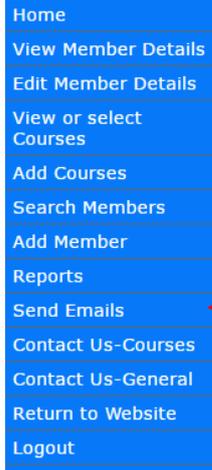
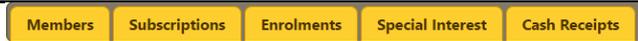
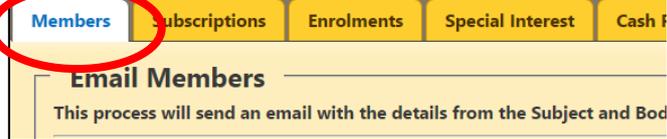
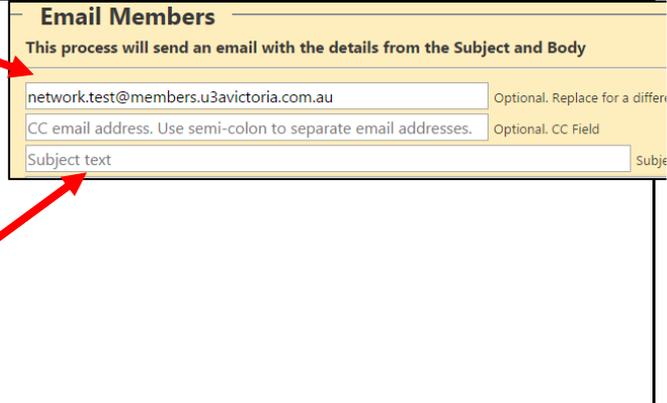
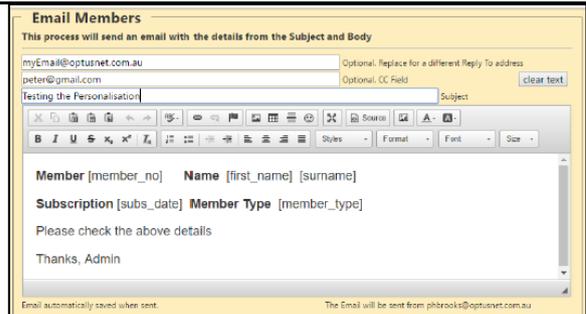
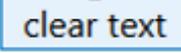
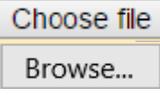
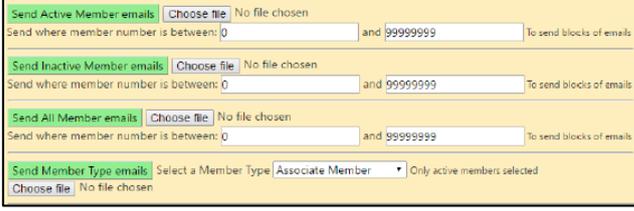
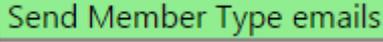
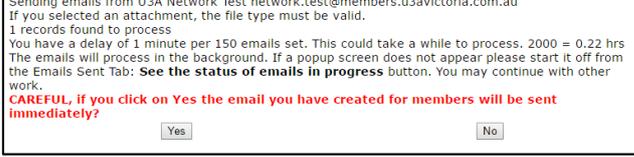


# How U3A Administration Team uses U-MAS to send emails to Members

V2 – 18/10/2018

<p><b>1. LOGIN</b> to U-MAS and select <b>Send Emails</b></p> <p>If you cannot see this option, you will need to request that the Database Coordinator or System Administrator increases your security level.</p> <p>Level 1 (Admin) All emails          Level 2 (Office) All emails          Level 3 (Reception) All emails          Level 4 (Tutors) Enrolment emails          Level 5 (Treasurer) Financial emails          Level 6 (Volunteers) Volunteer emails</p>	
<p><b>2.</b> Emails may be sent to Member Types, expired Subscriptions, selected Courses and Members with Unpaid Enrolments according to the Tab selected.</p>	
<p><b>3.</b> To send an email to Members, select the <b>MEMBERS</b> tab</p>	
<p><b>4. FROM</b> address is automatically your own U3A. Replace this field with your preferred Reply to email, eg database@...          You can also add cc addresses, such as for Course Coordinator etc.          To add more than one cc, make sure that you do <b>NOT</b> leave a space between email addresses, use <b>semi-colon</b> only to separate eg <a href="mailto:jo@gmail.com;don@yahoo.com">jo@gmail.com;don@yahoo.com</a></p> <p><b>5. SUBJECT</b> – choose a meaningful subject eg <b>Classes commence week beginning ...</b></p>	
<p><b>6.</b> Emails can be personalised eg          Dear <b>[first_name] [surname]</b> or          Dear <b>[preferred_name]</b></p> <p>See bottom of screen for a full list of codes that can be used. NB use of <b>square brackets</b> [ ] and underline _</p> <p>NB if Ccs are used the recipient will receive the personalisation field and not the data. Eg; [preferred_name] to a Cc will likely be received as another name.</p>	

<p>7. The email can be formatted for font type, size and colour. Pictures and hyperlinks for URLs or emails can be added. [see Note 1]</p> <p>When adding images use the Easy Insert Image icon. Once inserted the image can be re-sized by double clicking and changing the pixel width eg: 200px</p>	
<p>8. Restore previous email. This is useful if you are sending the same email to various Member types eg Full Member, Associate member, Tutor etc.</p>	
<p>9. Clearing the text If a previous email has been restored and is displayed on the screen the <b>Clear Text</b> button will clear the screen ready for another user. When an email has been sent the screen text is cleared.</p>	
<p>10. Choose file (Chrome) or Browse (Edge) allows you to send an attachment from a file on your computer. Only ONE attachment can be sent per email.</p>	
<p>11. Select the group you wish to email. Be careful when sending to Inactive Members or All Members</p>	
<p>12. Click on the appropriate green button.</p>	
<p>13. Click YES to send the email. Ensure popups are enabled and the sending window will open. NB Do <b>not</b> close the computer or log out until the <b>double red lines</b> are visible in the popup window. Can use F5 to refresh the popup.</p>	

### Additional Notes:

#### 1. TO INSERT TEXT FROM WORD

An email message can be created in MS Word (or other editor). When complete the message can be copied and inserted into the body of the Send Email. The paste can be performed by using one of the Paste options on the

toolbar  or, simply Ctl V with the cursor in the Body.

Tables are more easily built in Word and pasted into the Body. **Positioning and sizing** will require some tweaking using the Table editor on the Toolbar 

## 2. TO TEST AN EMAIL BEFORE SENDING

Enter your member number in both the *between* and *and* fields.

Send where member number is between:	1000	and	1000	To send blocks of emails
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You can then **Restore previous email** and modify if necessary before sending.

## 3. ANTI-SPAM RECOMMENDATIONS

Emails sent to 50 plus members should comply with anti-spam recommendations. These include:

- Make sure the Subject field matches the topic of your first paragraph.
- Make sure you have a paragraph which states why the recipient is getting an email from you, eg ***You are receiving this email because you are a member of X U3A and have elected to receive emails.***
- Make sure that you have the full U3A name, address and contact details in the anti-spam message at the bottom of the email.
- Make sure you have a functional Unsubscribe feature ie: a valid and monitored email address.
- Avoid having a lot of text in blazing colour and capitals and with exclamation marks - a spammer's favourites.

Sample text below –

This is an automated e-mail message from Whittlesea U3A.

Whittlesea University of the Third Age Inc.

2b May Road

Lalor VIC 3075

Australia

Phone (03) 9464 1339

E-Mail [info@whittleseau3a.org.au](mailto:info@whittleseau3a.org.au)

You have received this e-mail because you are a member of Whittlesea U3A Inc. If you no longer wish to receive e-mails from Whittlesea University of the Third Age Inc, please send an e-mail to [info@whittleseau3a.org.au](mailto:info@whittleseau3a.org.au) with the word "Unsubscribe" in either subject or body of your e-mail.