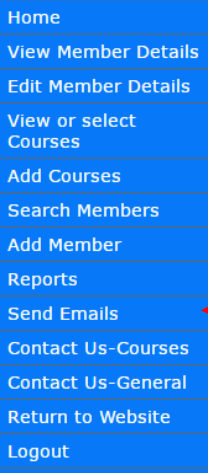
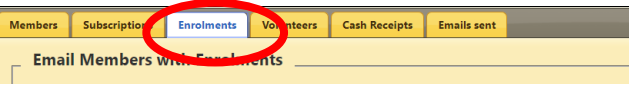
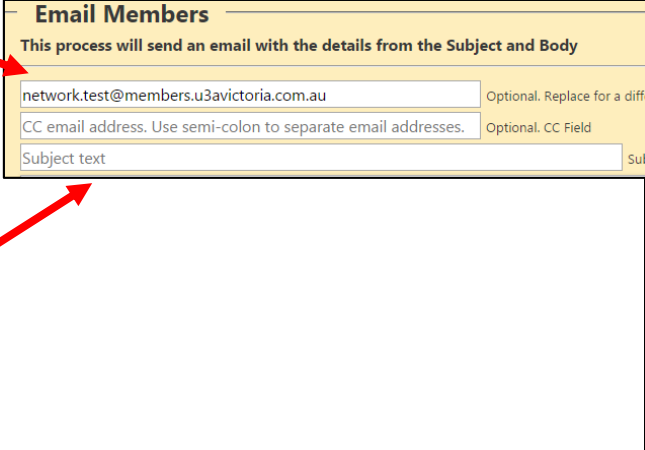
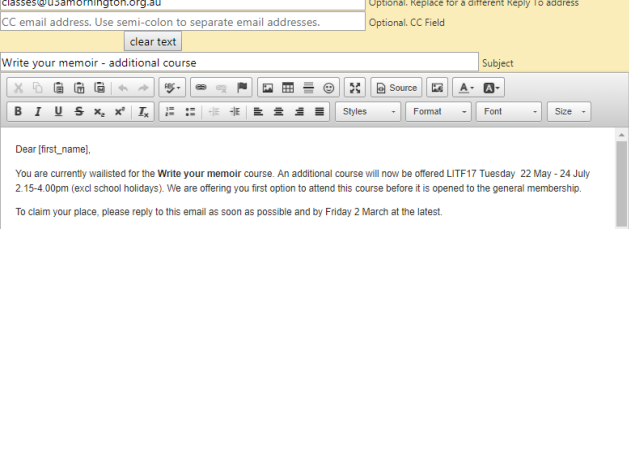



# How U3A Administration Team uses U-MAS to send emails to Members of Classes

<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> To send an email to members with expired membership, select the <b>ENROLMENTS</b> tab</p>	
<p><b>3. 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 comma only to separate eg <a href="mailto:jo@gmail.com">jo@gmail.com</a>,<a href="mailto:don@yahoo.com">don@yahoo.com</a></p> <p><b>4. SUBJECT</b> – choose a meaningful subject eg <b>French class cancelled</b></p>	
<p><b>5.</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><b>6.</b> 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.</p>	


Once inserted the image can be re-sized by double clicking and changing the pixel width eg: 200px	
7. Restore previous email. This is useful if you are sending the same or similar email to a number of classes.	Restore previous email: Please Select
8. 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.	clear text
9. 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.	Choose file Browse...
10. Choose a course by using the down arrow to select from a list.	Choose a Course: Please Select
11. Select options: <ul style="list-style-type: none"> <li>• Include waitlisted</li> <li>• Send only to waitlisted - useful if you are starting another course to accommodate</li> <li>• Include inactive – useful for new members whose membership payment may not have been processed</li> <li>• Email tutor</li> </ul>	Include Wait Listed: <input type="checkbox"/> Send only to Wait Listed: <input type="checkbox"/> Include Inactive: <input type="checkbox"/> Email the Tutor: <input type="checkbox"/>
12. Click on Send membership reminders.	Send Enrolment Emails
13. Click YES to send the email. Ensure popups are enabled and the sending window will open.	<p>Sending emails from U3A Network Test network.test@members.u3avictoria.com.au If you selected an attachment, the file type must be valid. 1 records found to process You have a delay of 1 minute per 150 emails set. This could take a while to process. 2000 = 0.22 hrs The emails will process in the background. If a popup screen does not appear please start it off from the Emails Sent Tab: <b>See the status of emails in progress</b> button. You may continue with other work. <b>CAREFUL, if you click on Yes the email you have created for members will be sent immediately?</b></p> <p>Yes No</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. 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. Please do NOT reply to it.

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.