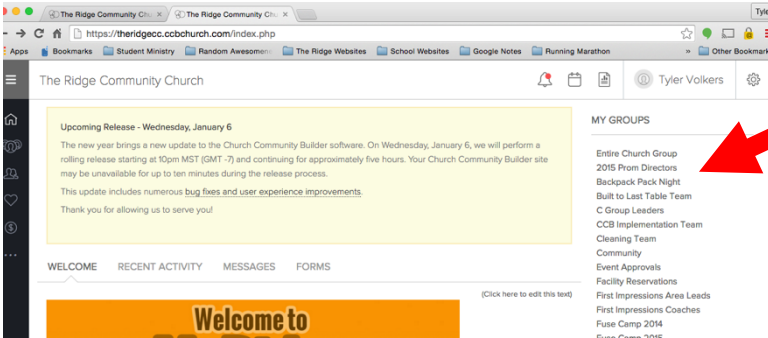
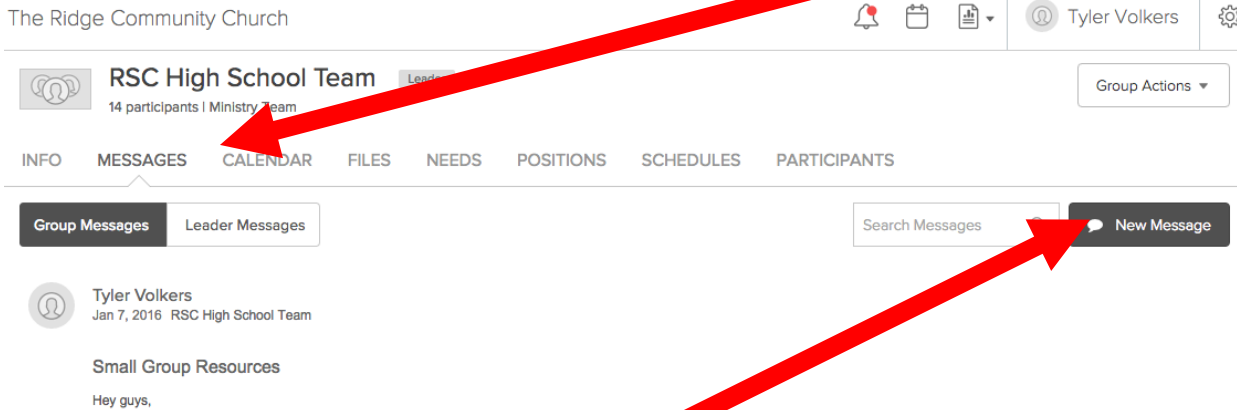


How to email people in your group.



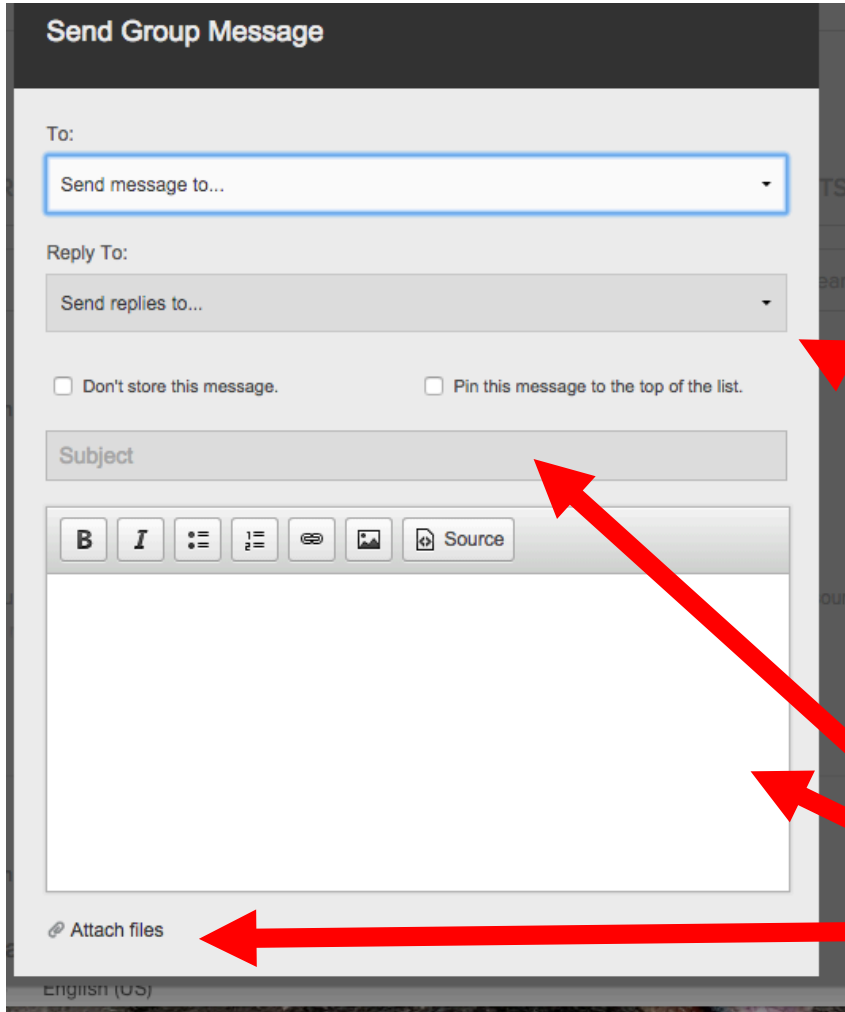
Click on the name of the group you lead.



Click on the "Messages" tab.

Click on **New Message**.

How to email people in your group.



The screenshot shows a 'Send Group Message' form with the following elements:

- To:** A dropdown menu labeled 'Send message to...' with a red arrow pointing to it.
- Reply To:** A dropdown menu labeled 'Send replies to...' with a red arrow pointing to it.
- Don't store this message. Pin this message to the top of the list.
- Subject:** A text input field with a red arrow pointing to it.
- Rich Text Editor:** A toolbar with buttons for Bold (B), Italic (I), Bulleted List, Numbered List, Link, Image, and Source, followed by a large text area with a red arrow pointing to it.
- Attach files:** A button with a paperclip icon and the text 'Attach files' with a red arrow pointing to it.
- Language: 'English (US)' is displayed at the bottom left.

Click to select whether to email **All Members, leaders, or specific group members.**

Click to select whether replies go to only you, the entire group, or no one.

Enter your subject, compose your message, attach any files, and then scroll down and hit send to send your email.