STEP 1: Open the MONSU Website and make sure you are LOGGED IN



Step 2: Click on 'Admin' up the top and select your club from the drop down box





Bulk emailing guide.....

Step 3: Click on the "Messages" icon

| m | | | | | f 0 2 6 | | Q | |
|---------|---------------|-----------------------|----------------------------|------------------------------|-------------------------|-------------------|----------------|--|
| | About Us | Get Involved | What's On | Clubs & Societies | Volunteer | Support & Welfare | Student Rights | |
| Organis | ation Details | | | | | | | |
| | | Paramedic Society, | Monash University (PA | RASOC) (change) | | | | |
| | | Admiı | n tools | | | | | |
| | | Go to home page | | | | | | |
| | | Edit Details | Website pages | News | 31 Events | | | |
| | G | \ | 2 | <u></u> | 4 | | | |
| | | Messages | Members | Groups | Signups | | | |
| | | Polis About Events | Sales Reports News Product | Resources ts Photos Forum | Activities n Signups | | | |
| | | | | | | | | |

Step 4: Click "Send email"

| | About Us Get | t Involved What | 's On Clubs | & Societies Vol | unteer | Support & Welfare | Student Rights | |
|----------------------|--------------|---|---|------------------------------|--------|-------------------|----------------|--|
| Organisation Details | | | | | | | | |
| | | Paramedic Society, Mon Messag Back to admin tools Drafts | ash University (PARAS ing Send email My M | OC (change) essage Centre | | | | |
| | | Show my drafts only | | | | | | |
| | | Author | Subject | Created | | | | |
| | | 🖄 Monsu Desk | (no subject) | 11 Oct 2022 13:53 | ۵ | 8 | | |
| | | A Monsu Desk | (no subject) | 11 Oct 2022 13:54 | ۵ | 8 | | |
| | | Sent item | S | | | | | |



Bulk emailing guide.....

Step 5: Click "Add recipients"

| → C 🏠 🔒 monsupeninsula.org | Lau/messagecentre/email/6097/65b2e62c-347f-468e-937d-1520b2529173/ | @ ☆ | * = 0 6 |
|----------------------------|--|-----|---------|
| | Paramedic Society, Monash University (PARASOC) | | |
| | Send Email | | |
| | From | | |
| | Paramedic Society, Monash University (PARASOC) <pre>cparamedicsociety@monsuperinsula.org.au> </pre> | | |
| | Reply to | | |
| | Paramedic Society, Monash University (PARASUC) <paramedicsociety@monsupeninsula.org.au></paramedicsociety@monsupeninsula.org.au> | | |
| le le | To Add recipients | | |
| | ▲ This message has no recipients | | |
| | Subject | | |
| | Attachments | | |
| | Add attachments | | |

Step 6: Select "All Members" then click "Add Recipients"

| About Us Get Involved What's On Clubs & Societies Volunteer Support & Welfare Student Rights | | | | | | |
|---|--|--|--|--|--|--|
| | | | | | | |
| Recipients | | | | | | |
| | | | | | | |
| Back to message | | | | | | |
| Filter by name: Clear Clear Clear | | | | | | |
| The list includes all recipients. People who have opted out will not receive an email but will still see the message in the Message Centre. | | | | | | |
| | | | | | | |
| | | | | | | |
| Lists | | | | | | |
| I All Members (177 people) | | | | | | |
| Associate Membership (0 people) | | | | | | |
| Darren Hodge - Members (0 people) | | | | | | |
| Darren Hodge Event - Non Member (0 people) | | | | | | |
| Events/Social Officer (4 people) | | | | | | |
| General Committee Member (2 people) | | | | | | |
| General Officer Clubs & Societies (1 person) | | | | | | |
| President (3 people) | | | | | | |



Bulk emailing guide.....

Step 7: Enter your subject line, message & any attachments

| → C 🏠 🔒 monsupeninsula.c | xrg.au/messagecentre/email/6097/65b2e62c-347f-468e-937d-1520b2529173/ | @ ☆ ★ ₹ □ |
|--------------------------|--|-----------|
| | То | |
| | Add recipients All Members Total recipients 177, estimated deliveries 177 | |
| | Subject | |
| | Add subject line here | |
| R | Attachments | |
| | • Add attachments | |
| | This message has no attachments | |
| | Google campaign tracking | |
| | Track this email - Campaign: (no subject) Source: 6097 | |
| | Note: Open rate tracking is enabled by default. Only check this box if you would like to use campaign tracking in Google Analytics | |
| | Template | |
| | 13 Apply template | |
| | Message Text | |
| | | |
| | Add a message herel | |

Step 8: Once you are done click send. If you want to see the email first use the send preview and enter an address to preview from

| Add subject line here | | |
|--|--|--|
| Attachments | | |
| Add attachments | | |
| This message has no attachments | | |
| Google campaign tracking | | |
| □ Track this email - Campaign: (no subject) Source: 6097 | | |
| Note: Open rate tracking is enabled by default. Only check this box if you would like to | to use campaign tracking in Google Analytics | |
| Template | | |
| 13 Apply template | | |
| Message Text | | |
| BI® Normal | | |
| Add a message here! | | |
| | | |
| body p | | |
| Send Save as draft Cancel Send preview | | |

