

How to Email Your Group from the WCC Member Portal

October 11, 2011

From the WCC Member Portal, you can easily stay in touch with the various group members of each group you are affiliated with at WCC. You can:

- View a list of groups in which you participate.
- View a list of other group members in each group.
- Easily send an email to one or more of the members of your group.

Major Benefits of Using the WCC Member Portal for this Purpose:

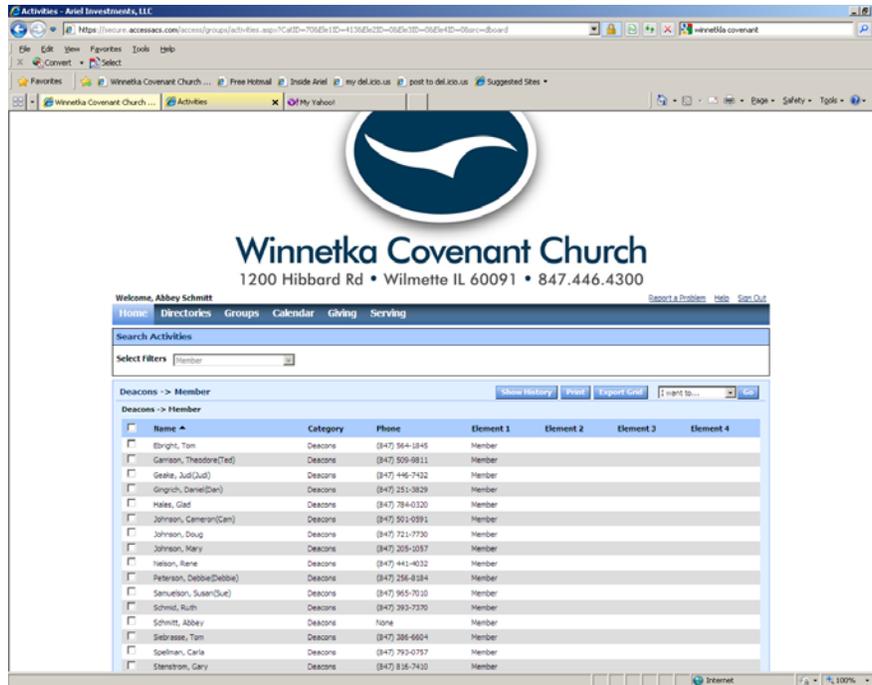
- You do not need to maintain lists of names, addresses, phone numbers or email addresses for each group you are a part of at WCC. Use the list maintained by the church!
- Stay in closer communication with the groups you are a member of. Never have to worry about leaving someone out or having a bad email address.

The purpose of this document is to show you how to send an email to members of your group.

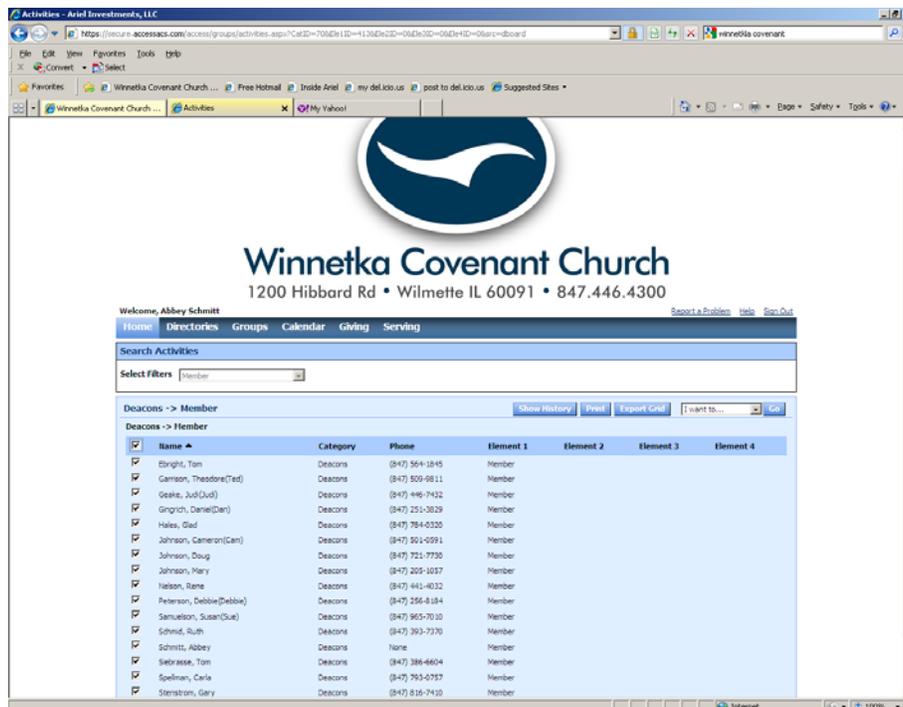
1. Login to the WCC Member Portal at www.winnetkacovenant.org
2. View you Overview page and note the Groups you belong to. If you are a member of other groups that you do not see listed, send a note to Joan Wallgren at wccjoan@juno.com and ask her to add you to the group list. In the example below, not Abbey belongs to 4 groups:
 - 1) Intergenerational Discussion, 2) Trailblazers, 3) College Age and 4) Deacons

The screenshot displays the Winnetka Covenant Church member portal. At the top, there is a logo and the church's name and address: "Winnetka Covenant Church, 1200 Hibbard Rd • Wilmette IL 60091 • 847.446.4300". Below this, there are navigation tabs for "Home", "Directories", "Groups", "Calendar", "Giving", and "Serving". The main content area is divided into several sections: "I Want to View..." with links for "Available Learning Events" and "Available Services/Opportunities"; "My Calendar" showing a monthly view for October and November 2011; "My Giving Summary" for 2011; "My Event Restrictions"; "I'm Interested in..." with a "Select Interests" button; "Search" with fields for "Last Name" and "First Name/Score By Name"; and "My Groups" with a "View More" link. The "My Groups" section lists four groups: "Intergenerational Discussion", "Trailblazers", "College Age & Older Culture", and "Deacons & Nobles". Each group has an "Action" column with a "Send Email" button. A large red arrow points to these "Send Email" buttons.

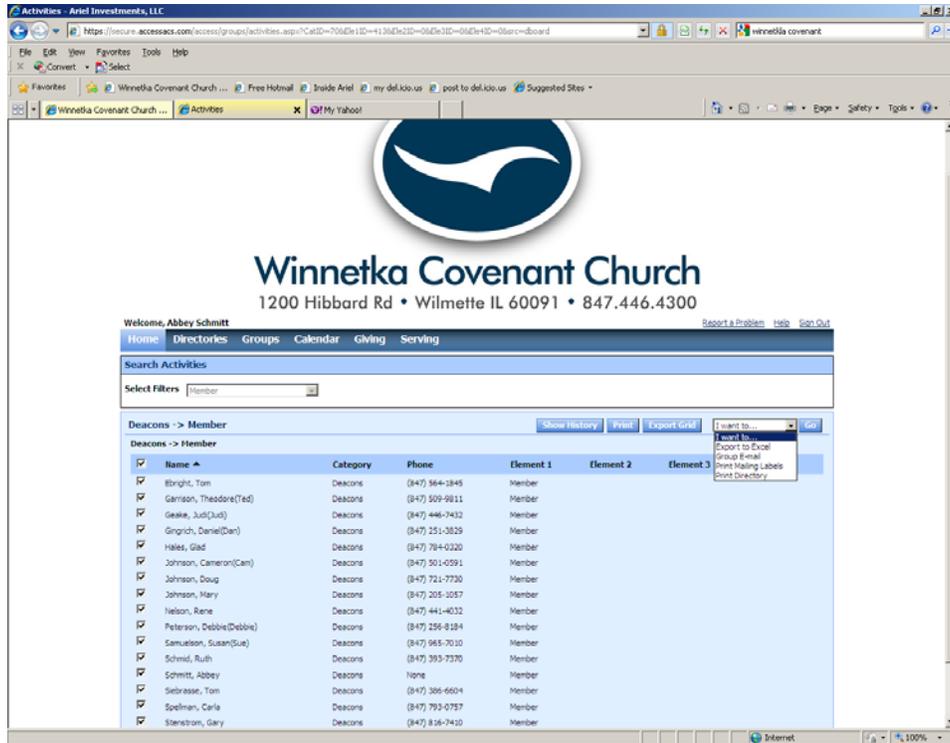
- Let's say I wanted to view the list of members of the Deacons Group. Click on the link that says [Deacons](#) and you will see a page similar to the following. Note you immediately see the people's names and phone numbers.



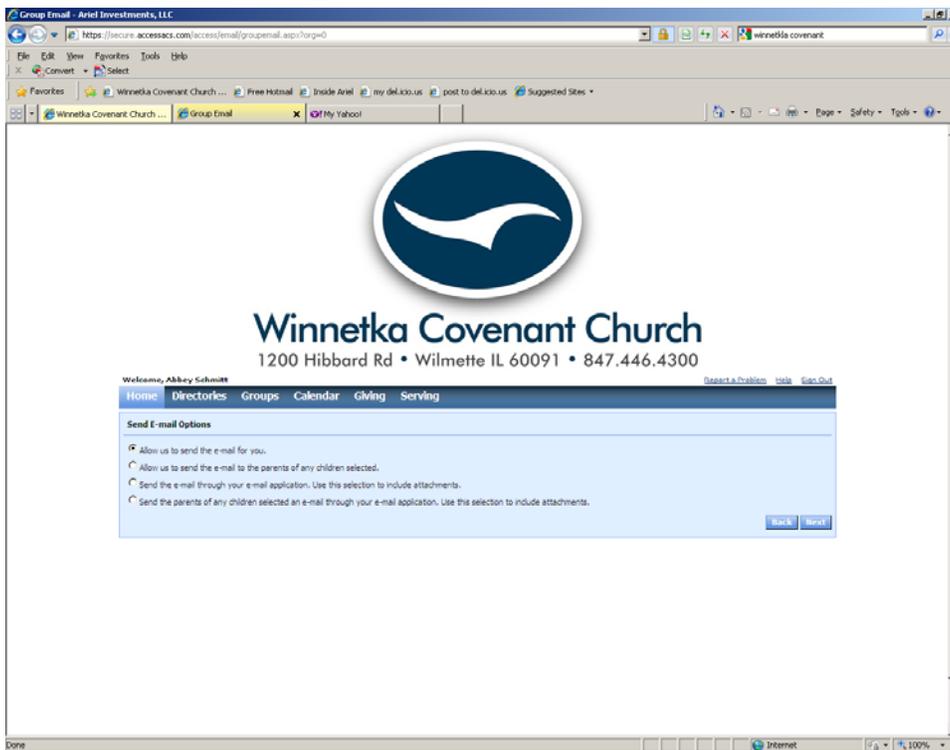
- If you want to send some or all the people in the group an email, check the boxes to the left for each person you want to send the email to ...OR, if you want to send it to all the people in the group, just click the top box next to "Name" and all the boxes will be selected. The screen below is what it would look like if I selected all the people for my email.



- Now, click on the drop down box to the right that says “I want to...” and see the following screen.



- Select “Group E-mail” from the drop box by clicking on “Group E-Mail” and then click the “GO” button. You will then see the following screen:



7. A number of options are available – choose the one that works for your purpose. Here, I select the first option and click the “Next” button in the bottom right-hand corner of the screen. You will see a screen similar to the following:



Note the email is ready to go. At the bottom of the screen, the system tells you who it will be sending the email to – and if anyone does not have an email address in the database, the system will alert you to this fact.

8. Now, type your email, check the spelling by clicking on the “Check Spelling” button in the bottom right-hand corner and then when you are ready to send the email, click “Send Message”