

# Sending Group Emails

## A Guide for Committee Members

Clubs & Societies members can send group email via the the messaging admin.

[www.subu.org.uk](http://www.subu.org.uk) → Login

↳ Page Admin → Society Name



Messages

The messaging section allows clubs committee members to send emails out to their members, or just individual people within the group.

### Sending Emails

You can only send emails if you have members of your clubs and society already listed.

**From** - You can chose to send the email from your club email or your personal logged in email

**Add Recipients** - Here you can choose from any groups/lists you have set up for your society, or choose to send to specific individuals. The default list is your full membership

**Subject** - Subject title is the leading theme of the message, try to keep this as short as possible, and/or use key words relevant to the society members

**Sending Time** - Allows you to choose to send the email immediately to your recepients OR schedule it for some time in the future

\* Please leave the tracking **UNTICKED**

\* **Templates consist of all templates in the SUBU emailing system - inclusive of any created by societies. If you wish to use a SUBU template, please make sure to check with SUBU before sending an email.**

**Message Text** - Main body of the email goes here. All messages can be optional HTML formatted using the 'source' code tab

When the message is completed you have the option to save as a draft and come back to it to edit anytime, send the email straight away (according to the sending time) or sending yourslef a preview of the email.

\*This preview will go straight to the email attached to the account logged in.