



## CA Council ~ Utilizing your “My Page” at NAIW’s main website to send a group email to all members of “Your Groups”.

Depending up your target group’s setting, a bulk email or “email blast” is going to require administrative approval by Melissa Adams, Director of Communications/Editor for NAIW (International) prior to the email being released to your group. Also, you will not be able to add any attachments to your email, so you will need to email Melissa separately with your attachment or any graphics you might wish to include in the body of your email, advise her you will be setting up an email on the website and to please add the attachment to the email before it’s blasted to the members. Melissa’s contact information is: 800-766-6249 ext. 20, email: [editor@naiw.org](mailto:editor@naiw.org). Here are some tutorial links as provided by NAIW (International) you may wish to review prior to attempting your first “email blast” or bulk email:

Part 1: [http://www.naiw.org/resource/resmgr/pdf/web\\_site\\_webinar\\_part\\_1\\_faq.pdf](http://www.naiw.org/resource/resmgr/pdf/web_site_webinar_part_1_faq.pdf)

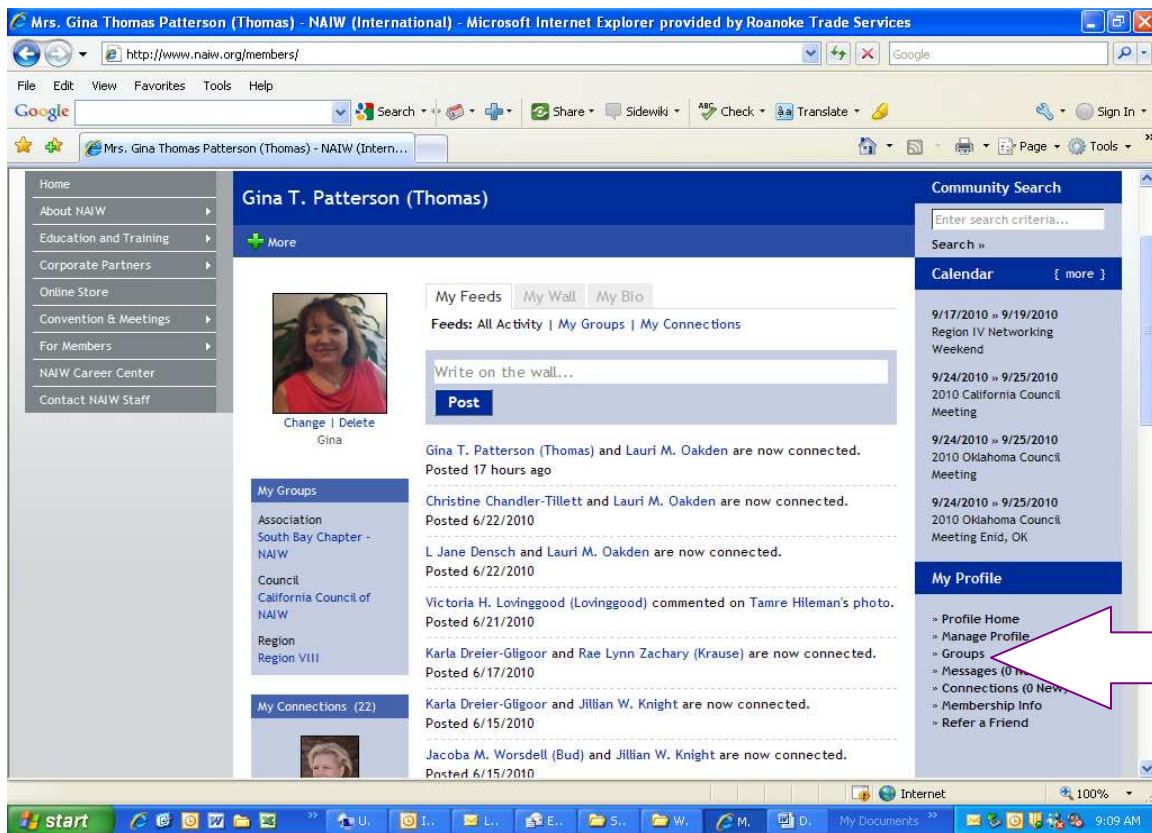
Part 2: [http://www.naiw.org/resource/resmgr/pdf/web\\_site\\_webinar\\_part\\_2\\_faq.pdf](http://www.naiw.org/resource/resmgr/pdf/web_site_webinar_part_2_faq.pdf)

Your “groups” are classified as 1) your local association; 2) your state association, and 3) your regional association. You need to determine which group is to receive your email prior to sending.

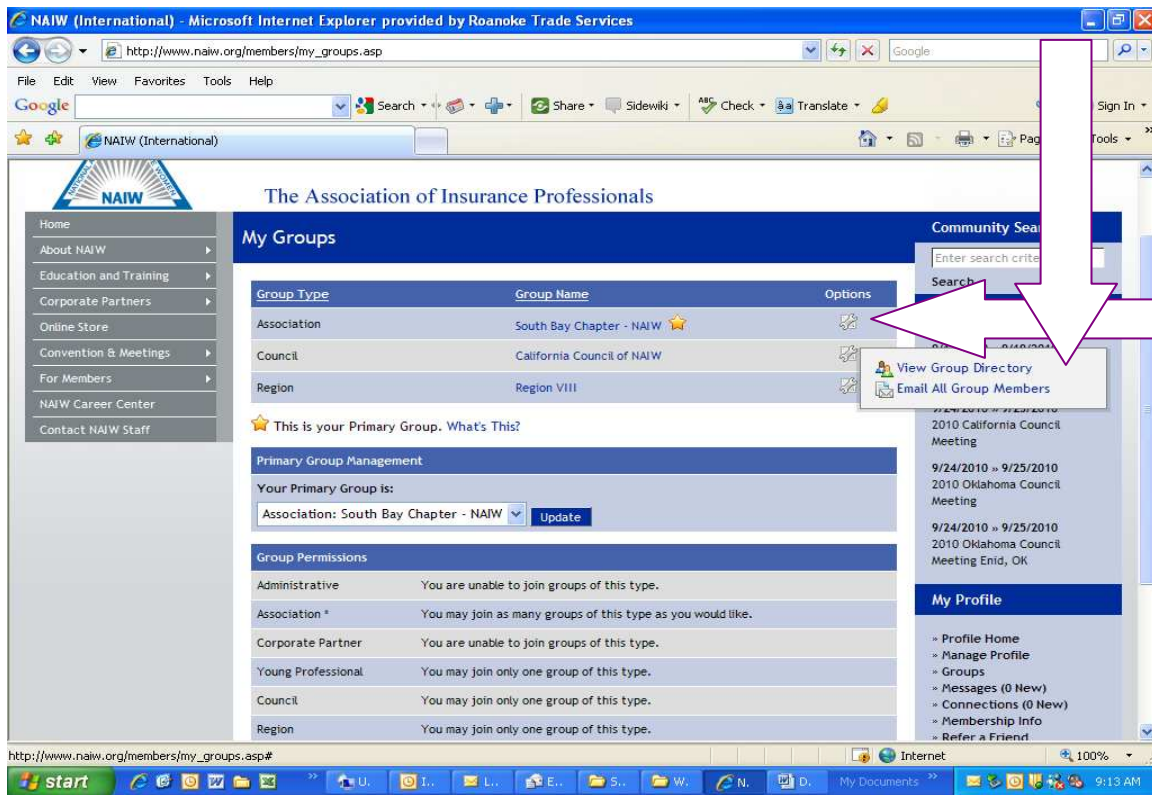
Proceed to National’s website at [www.naiw.org](http://www.naiw.org), sign in to your “My Profile Page”:

The screenshot shows the NAIW (International) website in a Microsoft Internet Explorer browser window. The address bar shows <http://www.naiw.org/>. The page layout includes a navigation menu on the left with items like Home, About NAIW, Education and Training, Corporate Partners, Online Store, Convention & Meetings, For Members, NAIW Career Center, and Contact NAIW Staff. A central banner features a photograph of three professionals. To the right, there is a 'Community Search' section with a search input field and a 'Search »' button, and a 'Calendar' section with a '[ more ]' link. Below the calendar, there are two event listings: '9/17/2010 » 9/19/2010 Region IV Networking Weekend' and '9/24/2010 » 9/25/2010 2010 California Council Meeting'. At the bottom of the page, there is a 'Welcome to NAIW (International)' message and a 'Sign In' link. A white arrow points to the 'Sign In' link. The browser's taskbar at the bottom shows the start button, several open applications, and the system clock displaying 9:05 AM on Friday, June 25, 2010.

Once logged in and at your profile page, click on the "Groups" link in the "My Profile" menu:



On your "My Groups" Page, place your cursor over the OPTIONS link (looks like a wrench) next to the group you want to send an bulk/email blast to ie: all members of your local association, your state Council members, or your Region members. This will pull a highlight box up where you can "view" or "email" all members ~ click "Email all members":



At the COMPOSE Screen, select in the drop-down box which group you wish to send your email to:

NAIW (International) - Microsoft Internet Explorer provided by Roanoke Trade Services

http://www.naiw.org/members/group\_email.asp?id=39766

### Email Group Members - Step 1: Compose

This form allows you to send an email to all the registered members of a group. Please supply a subject and message and click "Preview". You will then be able to confirm your message before it is sent. Note: Any HTML code will be filtered out of the message.

From: WindInHair824@aol.com

To: Council: California Council of NAIW

Subject:

Email Body:

Community Search

Enter search criteria...

Search »

Calendar { more }

9/17/2010 » 9/19/2010  
Region IV Networking Meeting

9/24/2010 » 9/25/2010  
2010 Oklahoma Council Meeting

9/24/2010 » 9/25/2010  
2010 Oklahoma Council Meeting Emid, OK

My Profile

- Profile Home
- Manage Profile
- Groups
- Messages (0 New)
- Connections (0 New)
- Membership Info
- Refer a Friend

start | US7... | Inb... | Email... | Unti... | NAI... | Doc... | My Documents... | 10:30 AM

Fill in Subject line and compose the message or "body" of your email.

NAIW (International) - Microsoft Internet Explorer provided by Roanoke Trade Services

http://www.naiw.org/members/group\_email.asp?id=39766

### Email Group Members - Step 1: Compose

Please supply a subject and message and click "Preview". You will then be able to confirm your message before it is sent. Note: Any HTML code will be filtered out of the message.

From: WindInHair824@aol.com

To: Council: California Council of NAIW

Subject: California Council Leadership Wor

Email Body:

The California Council of NAIW proudly presents  
The Annual Leadership Workshop  
Saturday, July 31st, 2010  
Piccadilly Inn - Crown Room  
2305 W. Shaw Avenue, Fresno, CA  
(directions: <http://www.piccadillyinn.com/shaw/directions.shtml>)

Registration & Sunshine Breakfast: 8:00 am - 8:45 am  
Morning Workshop: 9:00 am - Noon  
Lunch: Noon - 1:00 pm  
Afternoon Workshop: 1:00 pm - 3:00 pm

Who should attend: Any NAIW member in the State of California looking for an opportunity to learn, share and network with other NAIW members, officers, and directors.

Topics Covered: Roberts Rules; budget preparation; conflict resolution; president's survival kit; awards and open discussion.

Presenters:  
Kathleen Kerstenbeck. ARM. CPIW - California Council Director 2010/2011

Calendar { more }

9/17/2010 » 9/19/2010  
Region IV Networking Weekend

9/24/2010 » 9/25/2010  
2010 California Council Meeting

9/24/2010 » 9/25/2010  
2010 Oklahoma Council Meeting Emid, OK

My Profile

- Profile Home
- Manage Profile
- Groups
- Messages (0 New)
- Connections (0 New)
- Membership Info
- Refer a Friend

start | U... | I... | E... | N... | D... | F... | F... | F... | My Documents... | 11:22 AM

**CONFIRM YOUR EMAIL:** When finished composing your email contents, click “Preview Email” – *word of caution:* Copy your typed email content and paste into a blank document or email before you click “preview” as a backup in the event your data gets “lost” between “preview” and “edit” stage.

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[Preview Email](#)

If your email is ready, click “send email”, if not, click “EDIT” and go back to the body of your email to edit body of your message. Once completed, click on “preview” again to verify your changes have been accepted in the system:

Email body (read only preview):

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Saturday, July 31st, 2010  
Piccadilly Inn - Crown Room  
2305 W. Shaw Avenue, Fresno, CA  
(directions: <http://www.piccadillyinn.com/shaw/directions.shtml>)

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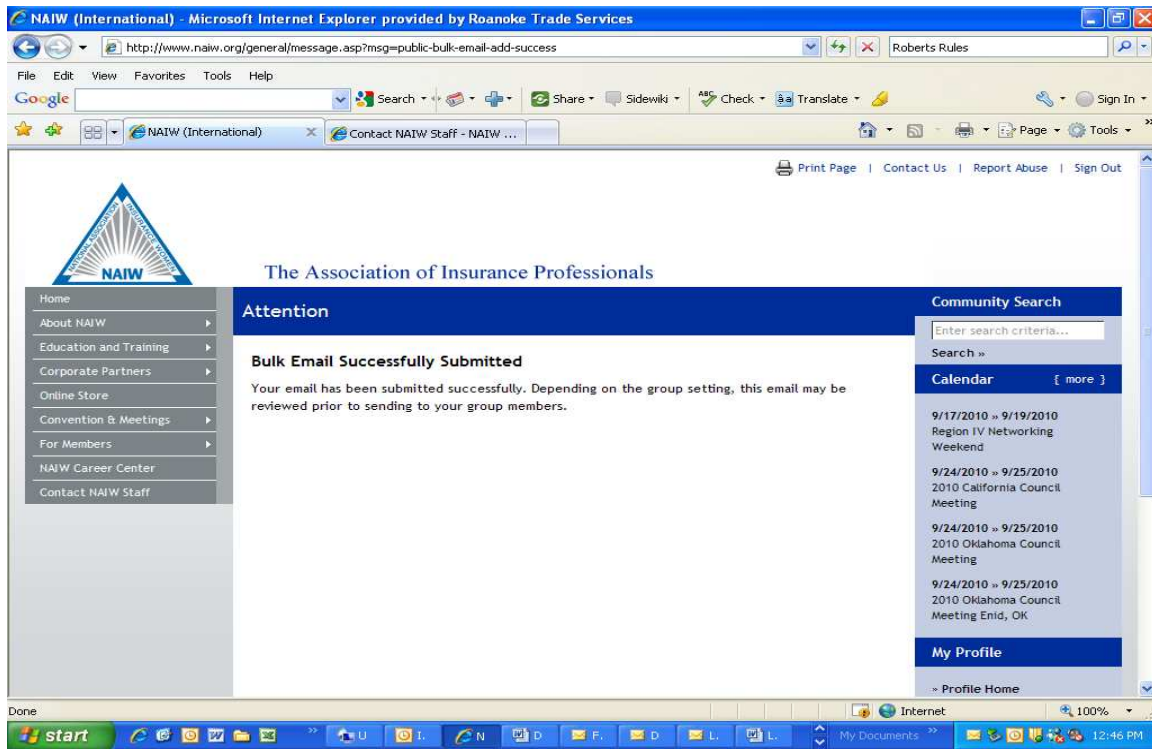
Presenters:  
Kathleen Kerstenbeck. ARM. CPIW - California C...

[Send Email](#) [Edit](#)

Depending on the group's settings this email may require approval prior to sending.

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## Successful submission!!



Now all your NAIW sisters and brothers in your targeted group will receive your email blast/bulk email. Please take note of any emails returned to you as “undeliverable” or “unknown” and forward them to your California Council Membership Liaison for following up. This enables your California Council to help ensure all members have current email addresses registered with NAIW (International).

Things to keep in mind:

- 1) Plain text only available at this time
- 2) Attachments are allowed; however must be mailed to Melissa PRIOR to sending your “bulk” email/email blast so she’ll know to attach before she approves
- 3) 4 attachments are allowed, maximum of 500MB per attachment.

Good luck!

Any questions?

Please give me a call:

Gina Thomas Patterson, CISR

CA Council Public Relations Liaison 2010/2011

Mobile: 562-881-2701

Email: [windinhair824@aol.com](mailto:windinhair824@aol.com)

Good luck!