
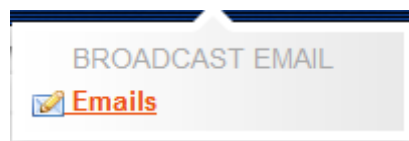


Getting Started in OHANA

Creating a Broadcast Email

- 1) First go to your website.
- 2) Click on **Login**
- 3) Enter your **User Name** and **Password**
- 4) Click **Login** button.
- 5) The **OHANA Administration bar** should appear with tabs in the upper right of your screen, once you are logged in.
- 6) Scroll your mouse over  in the upper right tabs
- 7) Select **Emails** from the drop down.



- 8) Click **Add** to create a new Email message.
- 9) If you had a custom email template created for your site, click the **Email Template** drop down and select the template you wish to use for this message
 - a. You can click the **Preview Template** button to see example of the template.
- 10) Check to be sure the **From** address is correct. Make changes as needed.
- 11) In the section labeled **To** you have a few options for selecting who to send this email message to
 - a. **Users:** You can select specific records in the database by entering their first name and last name (as is listed in the database) for example enter “Jane Doe”. (Caution it will pick all records that are exact match to what you enter.)
 - b. **Groups:** If you are sending to a predefined subset of your membership list – enter the group name here. For example “Members – All Active”. These groups need to already be defined in your site in order to work here.
 - c. **Email(s):** If you want to include some additional contacts who are not in the database, you can enter their email accounts here to include them on the email blast.

- d. If you have information entered in all of these fields – they will all be included when you send the email blast out. Be careful not to duplicate information in these fields as multiple emails may be sent to recipients.


12) In the **Details** section on the **Send a Broadcast Email** screen:

- a. enter the **Subject** of your email message
- b. Create the body of your email in the **Message** box. Here you have the WYSIWYG tools to help you format the details, as well as insert images and links, that you wish to include in the email blast.
- c. **Description** field is optional – where you can describe this message for future web editors to see.
- d. The **Send Test To** button will allow you to send a sample of the email blast to yourself.

13) **Schedule for Later** button- if you want to schedule the email blast to be sent out later you can select **Yes** here and then designate on what **Date to Send** the message out for you.

14) If you selected to **Schedule for Later**, then Click on **Save Changes Only** button to save your email blast.

15) Click **Send Now** button to send out the email blast right away if you are ready.

16) Click on  to go back to the Home Page of your website.