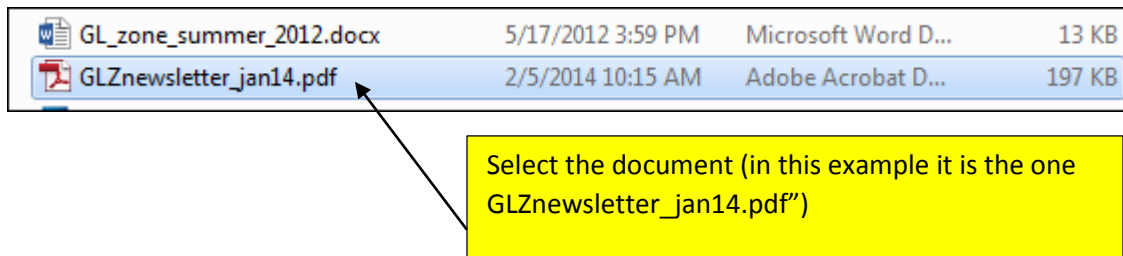
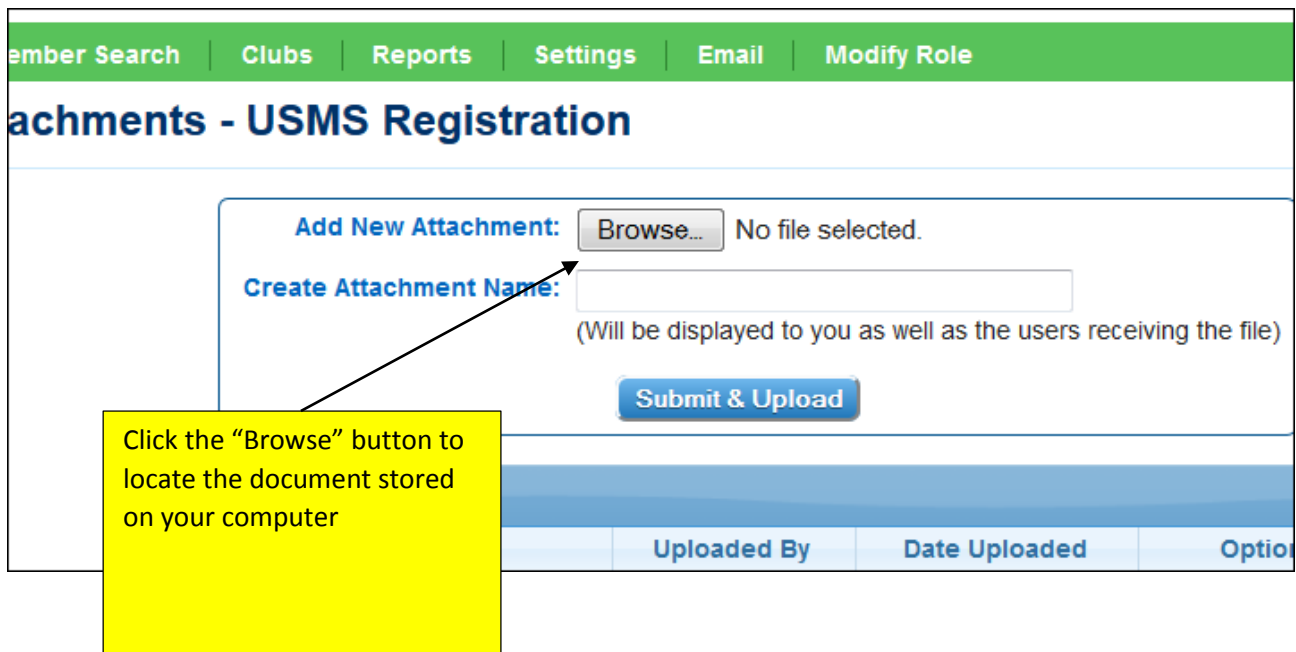
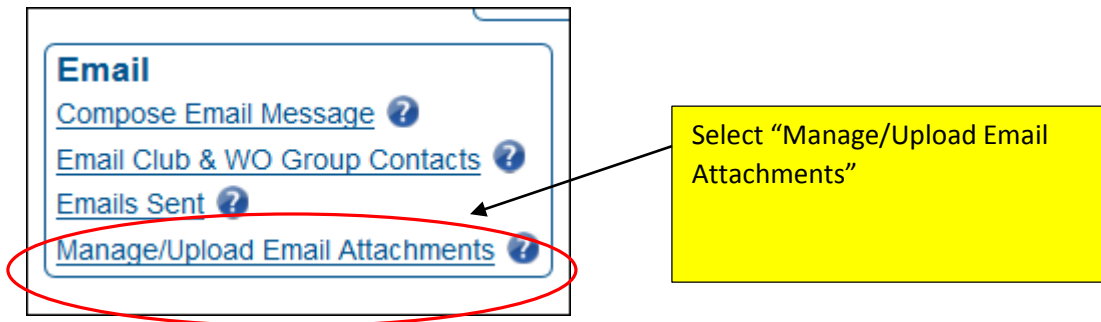


Adding an Attachment to an Email Message



[Search](#) | [Clubs](#) | [Reports](#) | [Settings](#) | [Email](#) | [Modify Role](#)

Attachments - USMS Registration

Add New Attachment: GLZnewsletter_jan14.pdf

Create Attachment Name:

(Will be displayed to you as well as the users receiving the email)

[View Email](#)

Give a name to the document, then click "Submit & Upload"

View Email Attachments

Attachment Name	Uploaded By	Date Uploaded	Options
Jan14 Great Lakes Zone newsletter	Jayhawk	02/05/2014 10:42:48AM	Delete Attachment

The document is now in your Attachments list

Email

- [Compose Email Message](#) ?
- [Email Club & WO Group Contacts](#) ?
- [Emails Sent](#) ?
- [Manage/Upload Email Attachments](#) ?

Go back to the Home page and select "Compose Email Message"

Email Content

Choose a template... **Apply Template**

Add a document for all recipients to receive: **Choose an attachment...**

Using one of our available tags, on your right, will substitute the individual member's information into

B I U | ABC | [List Icon] | [List Icon] | [List Icon] | [List Icon] | [Undo] | [Redo] | [Refresh] | [Close]

Hello [[First Name]],

The latest edition of the Great Lakes Zone newsletter is attached to this email.

Daniel Cox
Chair, Great Lakes Zone

Compose your message, then select the document from your Attachments list

Email Content

Choose a template... **Apply Template**

Add a document for all recipients to receive: Choose an attachment...
Choose an attachment...
Jan14 Great Lakes Zone newsletter

Using one of our available tags, on your right, will substitute the individual member's information into

B I U | ABC | [List Icon] | [List Icon] | [List Icon] | [List Icon] | [Undo] | [Redo] | [Refresh] | [Close]

Hello [[First Name]],

The latest edition of the Great Lakes Zone newsletter is attached to this email.

Daniel Cox
Chair, Great Lakes Zone

Click "Preview Email"

Preview Email

Clear/Reset Email Form

Submit & Send Email

Go Back & Edit Email

Preparing to send email to 426 recipients, excluding any copies...

1 document will be attached: [Jan14 Great Lakes Zone newsletter](#)

g your information)

This message shows which document will be attached