

# Send a Message to Group Members

You can send an e-mail to activity, group, or class members.

If you use this method, there is less of a chance of your e-mail address being marked as spam and banned from sending messages.

If any of the selected individuals do not have e-mail addresses, their names display on the Compose Message page in the **People without e-mail addresses** section. The number of individuals that have e-mail addresses displays at the top of the page. To view the specific e-mail addresses, click **People with e-mail addresses**.

## To send a group e-mail

1. Point to **Groups**, then click **My Groups**.
2. In the **I want to drop-down** list beside the activity, group, or class you want to e-mail, select **Send a Message**.
3. Click **Go**.
4. To change the **Reply-To e-mail** address, click **change**, enter a new e-mail address and click **update**. By default, your preferred e-mail address displays as the Reply-to e-mail address.
5. Enter other e-mail addresses in the **Additional e-mail addresses** field. These e-mail addresses also receive e-mail responses in addition to the **Reply-to** e-mail. Separate e-mail addresses with a comma. For example, *jillthompson@example.com, bfrank@example.com*.
6. Enter a **Subject** and message. Use the toolbar to format your message.
7. Once you are satisfied with your message, click **Send Message**.

After sending a message, the Message Results page displays. On this page the total number of people who received your message displays along with the individuals who did not.

The individuals without e-mail addresses display in the bottom half of the page. To e-mail yourself the list of individuals without e-mail addresses, click **Email This Info To Me**. To print mailing labels for the individuals, click **Print Labels**.

## Related Topics

[Member and Attendee Guide](#)

[Export Group Rosters to ExcelPrint Group Directories and Mailing Labels](#)