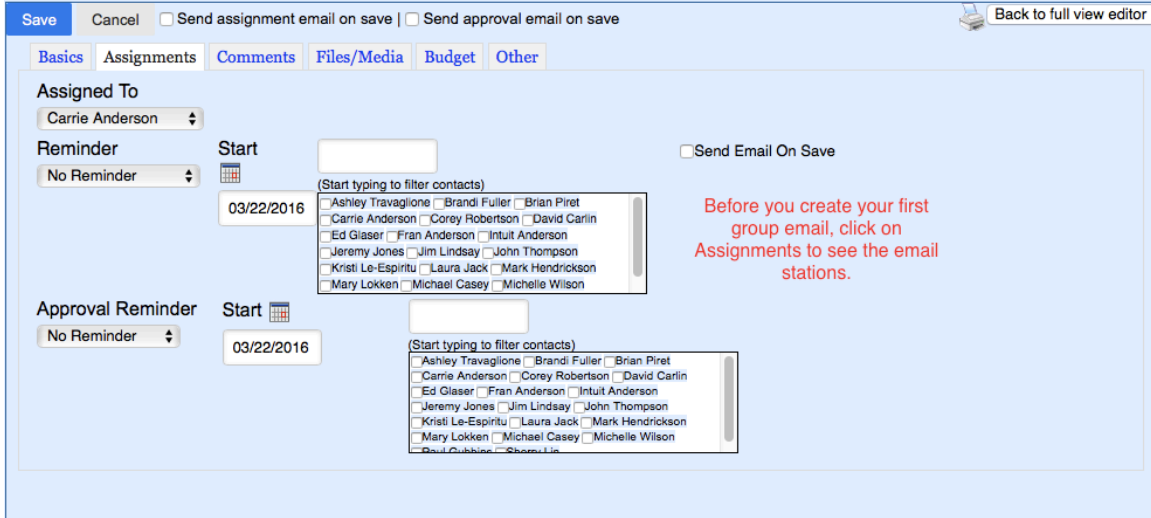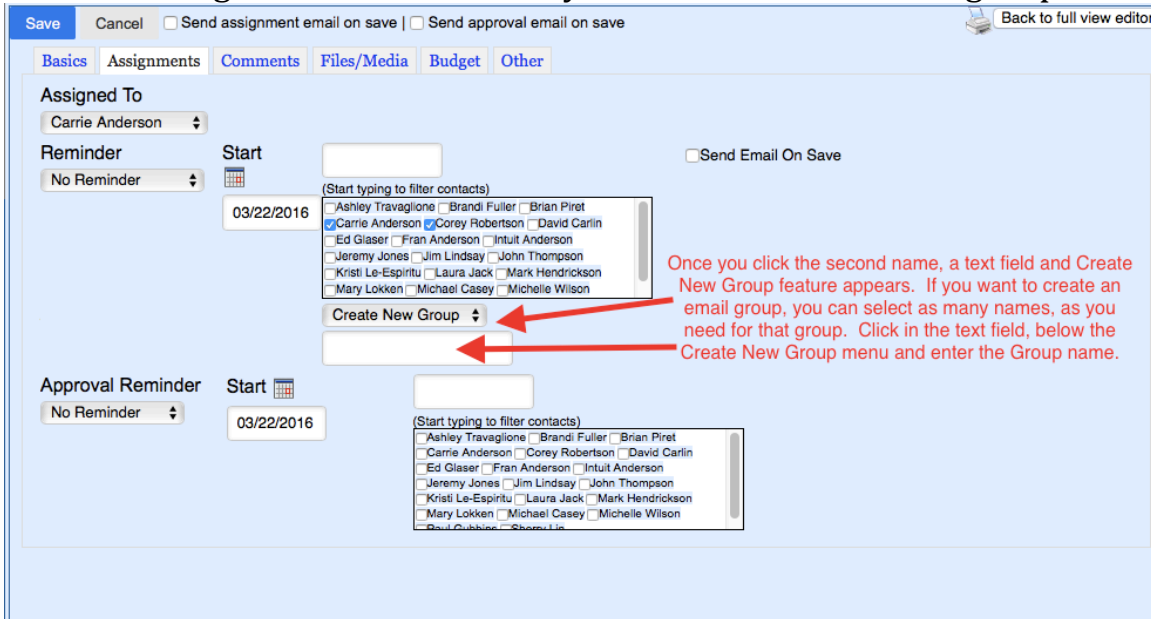# GROUP EMAILS: HOW TO CREATE AND DELETE

You may create a new email group from any Editor Window that has email stations. The example below is a Task Editor Window.

Start selecting the email addresses you want included in the group.

Entering the Email Group Name and Saving

Save | Cancel | ☐ Send assignment email on save | ☐ Send approval email on save

Basics | Assignments | Comments | Files/Media | Budget | Other

Assigned To
Carrie Anderson

Reminder
No Reminder

Start
03/22/2016

(Start typing to filter contacts)
☐Ashley Travaglione ☐Brandi Fuller ☐Brian Piret
☑Carrie Anderson ☑Corey Robertson ☐David Carlin
☐Ed Glaser ☐Fran Anderson ☐Intuit Anderson
☐Jeremy Jones ☐Jim Lindsay ☐John Thompson
☐Kristi Le-Espiritu ☐Laura Jack ☐Mark Hendrickson
☐Mary Lokken ☐Michael Casey ☐Michelle Wilson

Create New Group

Social Media Team

☐Send Email On Save

Group Name Entered. Enter all your other data, then click Save. The Editor Window will close out and your new group will have been added. You will see it the next time you open any Editor Window with Email boxes.

Approval Reminder
No Reminder

Start
03/22/2016

(Start typing to filter contacts)
☐Ashley Travaglione ☐Brandi Fuller ☐Brian Piret
☐Carrie Anderson ☐Corey Robertson ☐David Carlin
☐Ed Glaser ☐Fran Anderson ☐Intuit Anderson
☐Jeremy Jones ☐Jim Lindsay ☐John Thompson
☐Kristi Le-Espiritu ☐Laura Jack ☐Mark Hendrickson
☐Mary Lokken ☐Michael Casey ☐Michelle Wilson

Selecting and Deleting an Email Group

Save | Cancel | ☐ Send assignment email on save | ☐ Send approval email on save

Basics | Assignments | Comments | Files/Media | Budget | Other

Assigned To
Fran Anderson

Reminder
No Reminder

Start
03/17/2016

(Start typing to filter contacts)
☑Adrienne Smith ☑Anthony Davis ☐Carol Kendrick
☐Devin Booker ☐Devin Booker ☐Fran Anderson
☐Graphic Design Dept. ☑Jeremy Jones ☐Marie Callendar
☐Pamela Anderson

Social Media

Delete Group

☐Send Email On Save

DELETING AN EMAIL GROUP

Anytime you have a group selected, the Delete Group button will appear. If you no longer need that Email Group, just click on Delete Group. Be sure the Group you want to Delete, is the one showing.

Approval Reminder
No Reminder

Start
03/17/2016

(Start typing to filter contacts)
☐Adrienne Smith ☐Anthony Davis ☐Carol Kendrick
☐Devin Booker ☐Devin Booker ☐Fran Anderson
☐Graphic Design Dept. ☐Jeremy Jones ☐Marie Callendar
☐Pamela Anderson

✓ Select Group
Graphics
Dev & Fran
Web Ads
Management Team
Social Media

SELECTING AN EMAIL GROUP

Once you have created your Email Group(s), the pull-down menu will always appear and you can select your group from the menu.