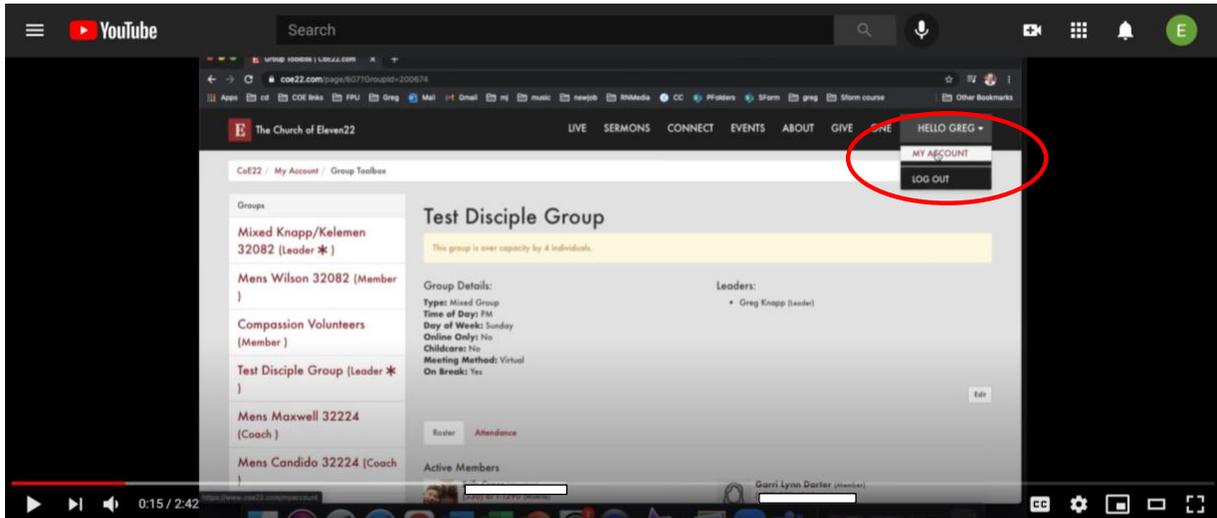


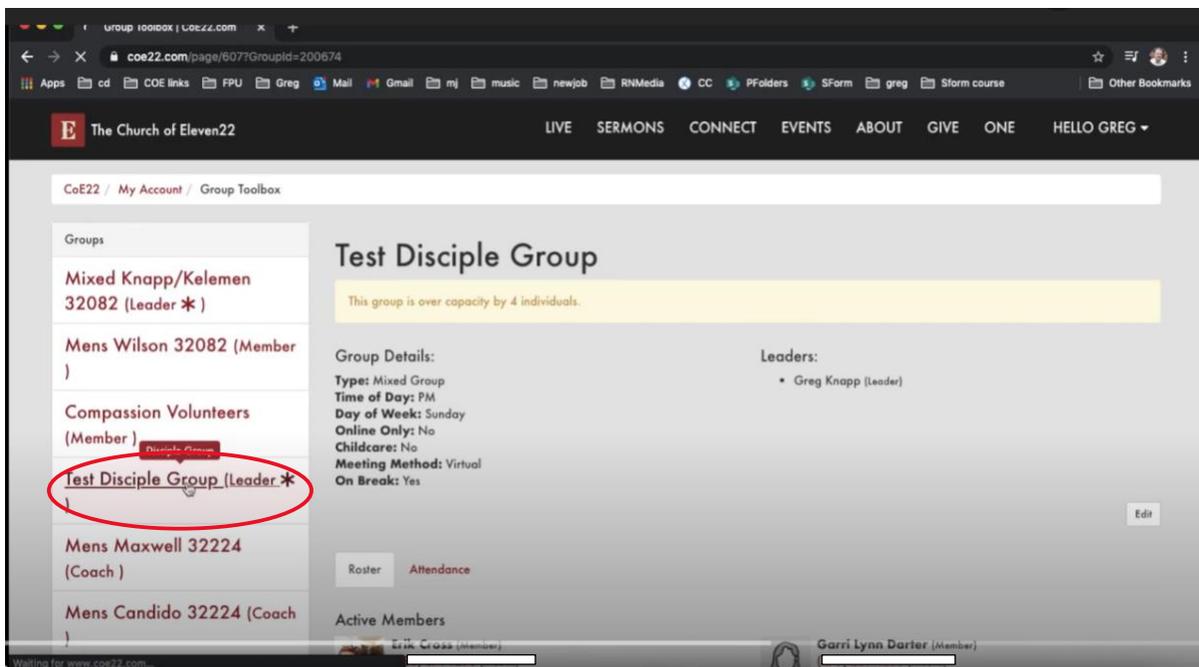
EMAIL YOUR GROUP

<https://youtu.be/IWym6mMt9iM>

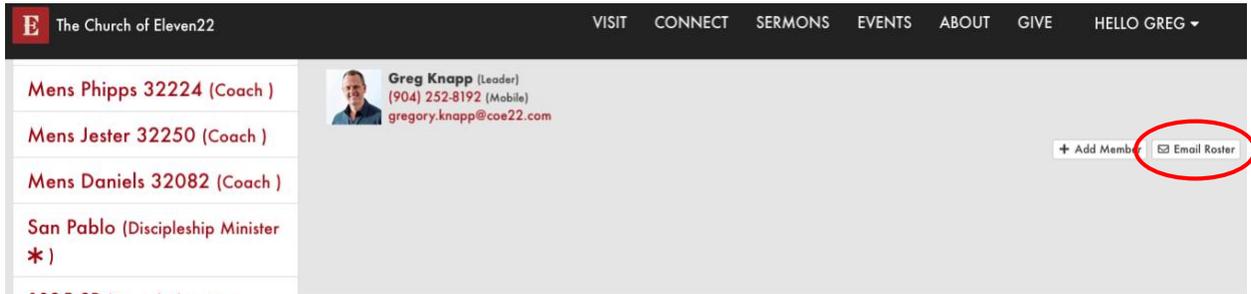
1. If logged in, your name will be in the right-hand corner (if not, log in first). Click on your name, then click **“My Account.”**



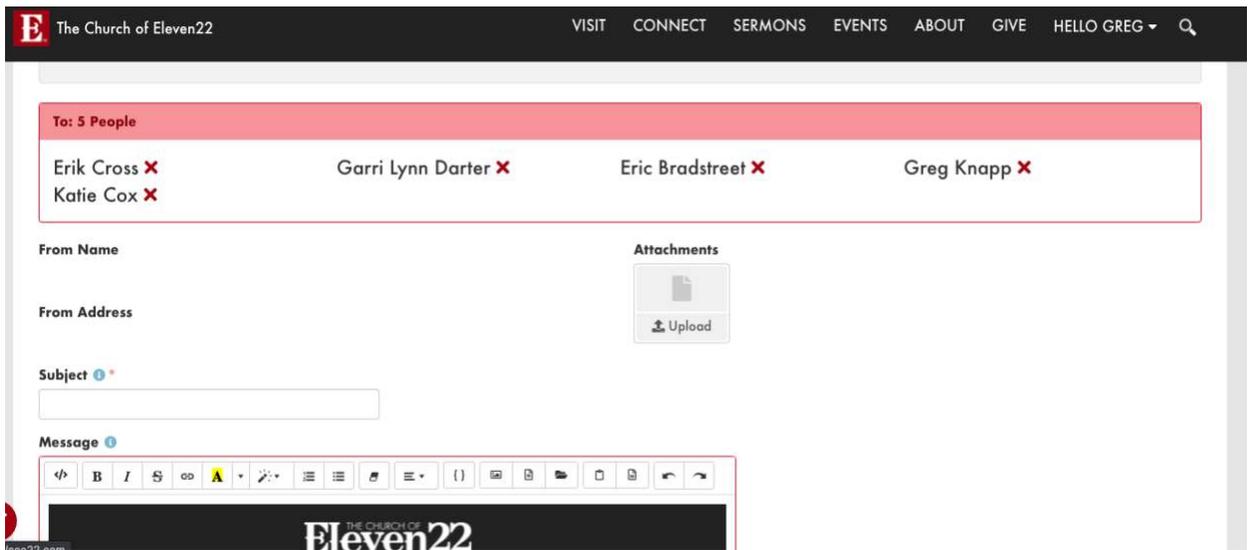
2. Click on the name of your group on the left side.



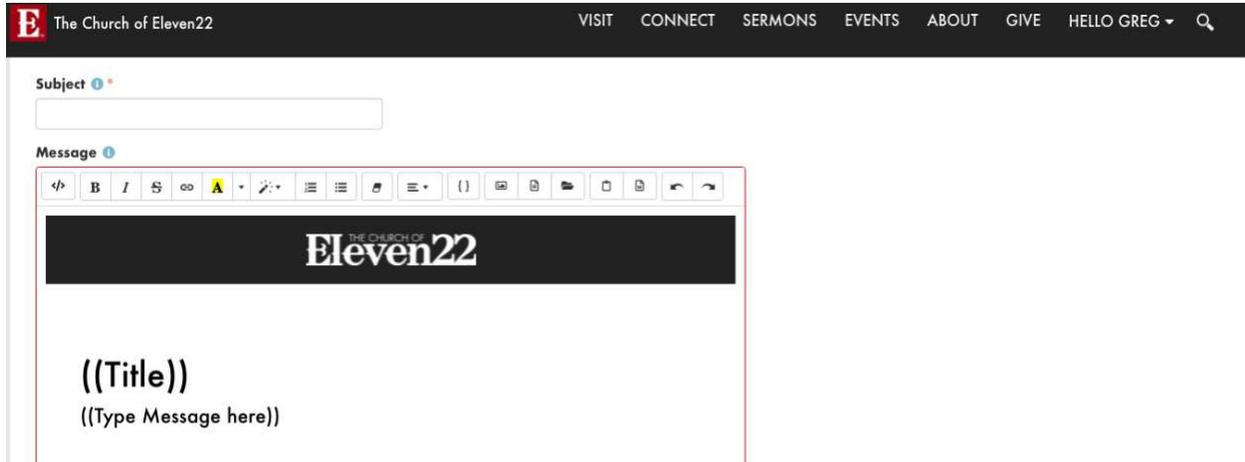
3. Scroll down and in the lower right, click, "Email Roster."



4. The default setting emails your entire group. Click the "X" next to any name you DON'T wish to email.

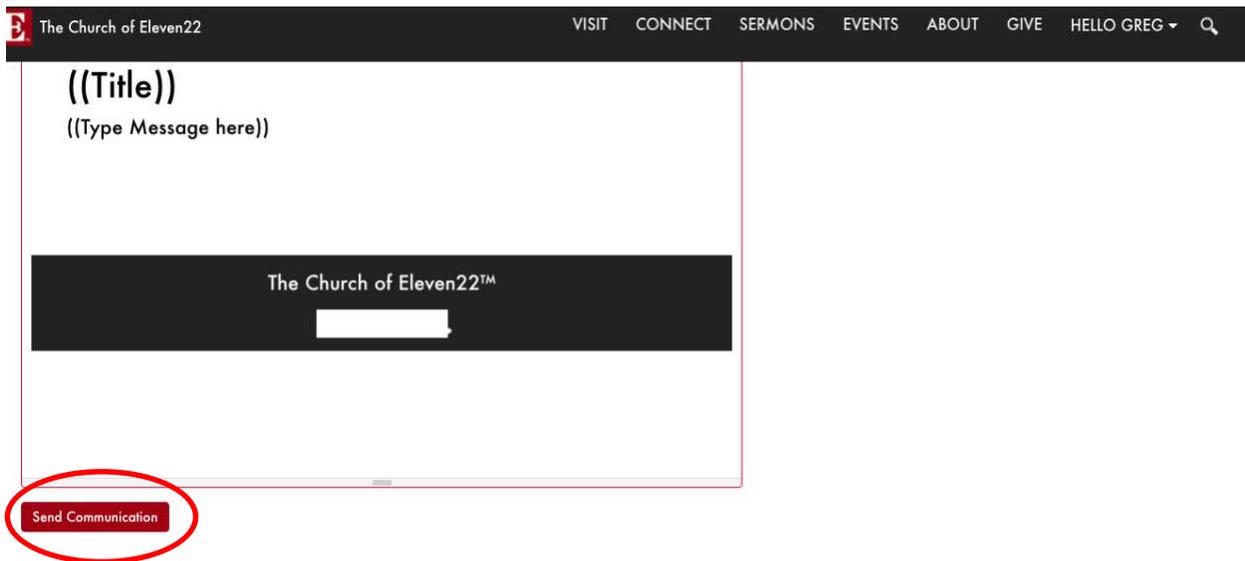


5. Scroll down to fill out the **“Subject”** box, then scroll down to the box that looks like an email. Write your email. **If anyone in your group clicks “reply” to your email, it will go to disciplegroups.coe22.com. Not good. So, include in your email the address you would like them to reply to.*



The screenshot shows the top navigation bar of the website with the logo 'The Church of Eleven22' and links for VISIT, CONNECT, SERMONS, EVENTS, ABOUT, GIVE, and HELLO GREG. Below the navigation bar, there is a 'Subject' field and a 'Message' field. The 'Message' field contains a rich text editor with a toolbar and a preview area. The preview area shows a black banner with the 'The Church of Eleven22' logo, followed by the text '((Title))' and '((Type Message here))'.

6. Scroll down and click, **“Send Communication.”**



This screenshot shows the same email composition interface as the previous one, but with the 'Send Communication' button highlighted by a red circle. The button is located at the bottom left of the message field. The preview area still shows the black banner with the logo and the text '((Title))' and '((Type Message here))'.