

## How do I send an email?

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Sending an email allows you to communicate with fellow members and contacts.

**Note:** Not all organizations permit members to send emails. If you do not have the ability to select recipients, you do not have the ability to send emails.

### **Sending an Email**

1. From the Dashboard, click **Communication** or the Envelope icon on the left.
2. Click **Emails** in the menu.
3. Click the **Compose New Message** button.

You will be redirected to the compose email screen.

### **Step 1 - Select the recipients who will receive the email**

- **+ Icon** - Expands the group of recipients to allow you to select from the different lists.
- **Expand** - Displays the recipients in the list, this way a single recipient or more can be selected.

### **Step 2 - Email Content**

- **Subject** - Enter the email's subject.
- **Select Template** - A drop down box that lets you select which template you would like to use.
  - **System** - Displays the prebuilt MemberNova templates.
  - **Custom** - Displays templates which were created by the Organization.
- **Insert Mail Merge Fields** - Allows you to insert [mail merge fields](#) into the message area. Mail merge fields are database values that can be used to further personalize your email.
- **Message Editor** - The content of the email.

### **Step 3 - Attach files**

- [Attach files](#) to emails in order to share more information with recipients.

### **Step 4 - Copy me on this email**

- **Copy me on this email** - Sends a copy of the email to your primary email address.

## Step 5 - Send Options

- **Send right now** - This sends the email right away.
- **Schedule** - This allows you to [schedule](#) a later time and date to send the email.
- You now can click one of three buttons:
  - **Save as Draft** - This saves the whole email as a draft so you can send at a later time.
  - **Send to Myself** - This sends the email as a test to yourself.
  - **Send** - This sends the email to the selected recipients.

### Related Content

- [How do I add an attachment to an email?](#)
- [How do I schedule an email?](#)
- [How do I use Merge Fields?](#)
- [Email Traffic Report](#)
- [Custom Email Templates](#)