

How to email group members

Michael C. - 2023-03-06 - Community Groups

Within the Groups module, you are able to send emails to group members. This way you would be able to communicate with all group members easily .

How to email group members

1. Click **Groups** or the **People** icon on the left menu.
2. Click on the **View** button on the group you would like to send an email to.
3. Click the **Emails** tab at the top of the page.
4. Here you will see a list of past emails that had been sent out to the group. Click the **New Email** button to create a new email.
5. [Create the email](#) and send it to the group members.

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