How to send emails to group members?

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Your organization can customize the settings within the Groups module to restrict sending emails. If you do not see an Email tab or are unable to compose an email, please reach out to your organization's AMS/IT team for assistance.

Send Emails to Group Members

1. Click **Groups** or the **People** icon on the left menu.
2. Click **View** for the group to send the email to.
3. Click on the **Email** tab, then select **New Email** button.
4. Create the email and send it to the group members.

Related Content

- Creating an email
- How do I leave a group?
- How do I join a group?