How to update email channels

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Email Channels allows the members, staff and users to signup to receive emails from your organization. Administrators sending emails from MemberNova can select which Email Channel to send an email to. The users who signed up for the Email Channel will receive the email.

Use the following steps to learn how to add and update Email Channels:

1. Click **Settings** or the **Gear icon** on the left menu.
2. Click on the **Communication** tab.
3. Click **Email Channels** in the **Email Settings** section on the page.
    - To **Edit** an Email Channel, click the **drop-down arrow** in the Actions column on the right, then click **Edit.**
    - To **Delete** an Email Channel, click the **drop-down arrow** in the Actions column on the right, then click **Delete.**
4. To add new Email Channel, click the **Add Email Channel** button near the top right of the page.
5. In the **Name** field, enter the name of the Email Channel.
6. In the **Description** field, enter a description of the Email Channel.
7. Click the **Save** button near the bottom right of the page once done.

After the Email Channel is saved, it will be available for selection when sending emails and Bulletins. Users who subscribed to the Email Channel will receive the email.