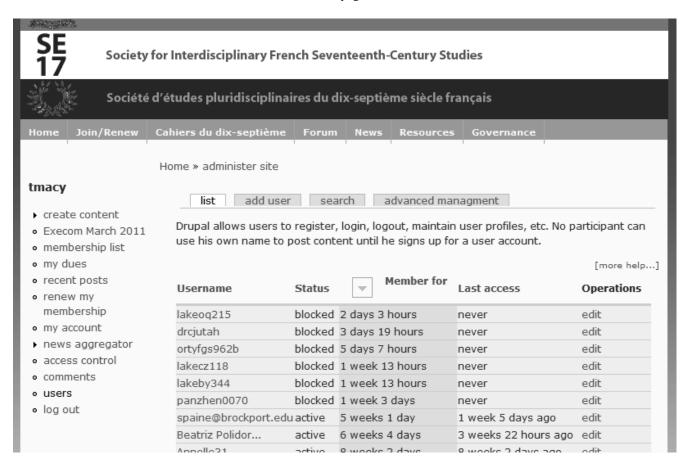
11/14/11 Untitled Document

After logging in at SE17.bowdoin.edu:

1. Click on the "users" menu item on the left menu list. You'll see a page that looks like this:

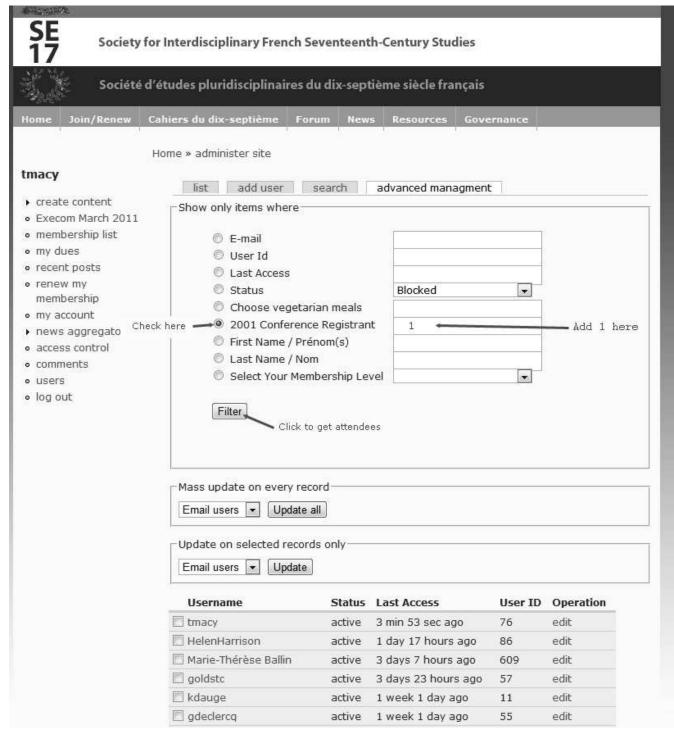


- 2. Click on the "advanced managment" (misspelled by the program's authors!) and you'll see a new screen (shown below).
- 3. 'Filter: the list to select attendees:

Choose "2001 Conference Registrant" (my mistake this time! - it should be 2001) and enter a 1 in the data field to the right of it. (A "1" indicates TRUE of a T/F option.)

Click on "Filter" and the screen will refresh with a list of attendees.

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Scroll down to view the list to be sure it looks as you'd expect.

Just above the list you will see two options:

- 1. "Update all" will email everyone shown, i.e., you do NOT need to check each box next to their name.
- 2. "Update on selected records only" will only send email to those that you choose/check.

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4. After you click one of the two buttons in step 3, a new screen will show you the list of addressees and provide an email input screen below it. Complete the Subject and Message body and click "Email users". If you want to back out for any reason, you may by using the "Cancel" option at the foot of the page.

## Tips:

Test: There is often anxiety over using a powerful tool like this. To help remove some of that, you can run some tests safely. For example, send the email only to yourself. That is, in step 4 above, put a check next to your name only and click on the "Update" (NOT the "Update all") button. It may take a few minutes (usally less than 5 but possibly up to 30 minutes).

Composing email: Avoid cut and paste from word processors. If you must, be sure to send a test to yourself of the full content. It may not come through as expected. Word processors may add things that are not compatible with email or with email composer.