Guidance for ACHA Leaders

How to Send a Blast Email Using ACHA Connect

1. On the ACHA homepage of your community, navigate to settings and select “Email Community Members” from the drop-down menu. This takes you to the page to format your email, customize a subject line, draft a message, and add attachments. You will also be able to view how many community members will receive the email and how many have opted out from these messages by clicking the links in to “To” section.

Note: the “from” address for all Connect email blasts will always be mail@connectedcommunity.org or donotreply@connectedcommunity.org, so include which community the message is from in the subject line.

The area in orange is where your message will appear after a greeting of “*recipient name*,”. Keep this in mind when drafting your message.
2. After drafting your email message, you can add attachments, preview your email through sending a test email and send using the options at the bottom of the page.

3. Selecting “Preview Email Before Sending” opens a window to allow you to send a test email to any email you choose. Simply type it in to the email box and click Send Test Email.

4. View your test email. Here’s a sample of what your test email will look like:

   Reminder From Faculty & Staff Resiliency Task Force

   ACHAC Connect <DoNotReply@ConnectedCommunity.org>
   To: Aisha All
   
   Aisha,
   
   Our task force meeting is this Wednesday at 3:00pm ET. Below is the zoom link: [https://www.acha.org/](https://www.acha.org/)

   Update your [email preferences](#) to choose the types of email you receive

   [Unsubscribe from community emails](#)
5. If your test email looks right, then your email is ready to send!