## **Guidance for ACHA Leaders**

## How to Send a Blast Email Using ACHA Connect



Home	My Communities	Member Directory	Start a Discussion	Resource Library ·	• Help <del>•</del>	search C	2
Alcoho	l, Tobacco, a	and Other	Drugs Coali	tion setting	5		
Commu	Administration Settings Members	Stati You ar	IS e currently a member.				
Lates	Reports Email Community Memb	bers	I Notifications		Announcements		
6	Moderation Moderation (0)	Dail	v Digest 🔸		Add Announcement Create a new	announcement for display here	

 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 <u>mail@connectedcommunity.org</u> or <u>donotreply@connectedcommunity.org</u>, so include <u>which community the message is from in the subject</u> <u>line.</u>

То	<u>1047 members selected</u> to receive this email, <u>43 members opted out</u> of community emails.
Subject*	Reminder from the Alcohol, Tobacco, and Other Drugs Coalition
Email Template*	Replacement merge variables are in square brackets and are converted to text when the email is sent. Remember to "Preview Email Before Sending".
	[Contact.InformalOrFirstOrCompany],
	[CommunityAdminMessage]
	[CommunityAdminHyperlinks]
Community Admin	Text entered below appears in place of the [CommunityAdminMessage] merge variable shown in the template box above.
Message*	Enter message I

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.

Attach	$\square$		
Preview Email Befo	ore Sending Send	l Email Cancel	

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.

Home	My Communities	Member	Email Preview	×	search
	Community Admin Message*	Communit Communit Text entered above. Our task fr https://www. Attach Preview Er	begin email   Subject   Reminder from the Alcohol, Tobacco, and Other Drugs Coalition   Message   Aisha,   Our task force meeting is this Wednesday at 3:00pm ET. Below is the zoom link: https://www.acha.org/   end email   Note: You may send a test email to an email account prior to sending it to the select community members.   Would you like to send a test email?   Yes   Email Addrese	ed	// late box
			Close 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

ACHA Connect <donotreply@connectedcommunity.org> To OAisha Ali</donotreply@connectedcommunity.org>		← Reply	≪			
Unsubscribe						
Aisha,						
Our task force meeting is this Wednesday at 3:00pm ET. Below is the zoom link: <u>https://www.acha.org/</u>						

Update your email preferences to choose the types of email you receive

Unsubscribe from community emails

Community Admin Message*	Text entered below appears in place of the [CommunityAdminMessage] merge variable shown in the template box above.				
	Our task force meeting is this Wednesday at 3:00pm ET. Below is the zoom link: https://www.acha.org/				
	@ Attach				
	Preview Email Before Sending Send Email Cancel				

5. If your test email looks right, then your email is ready to send!