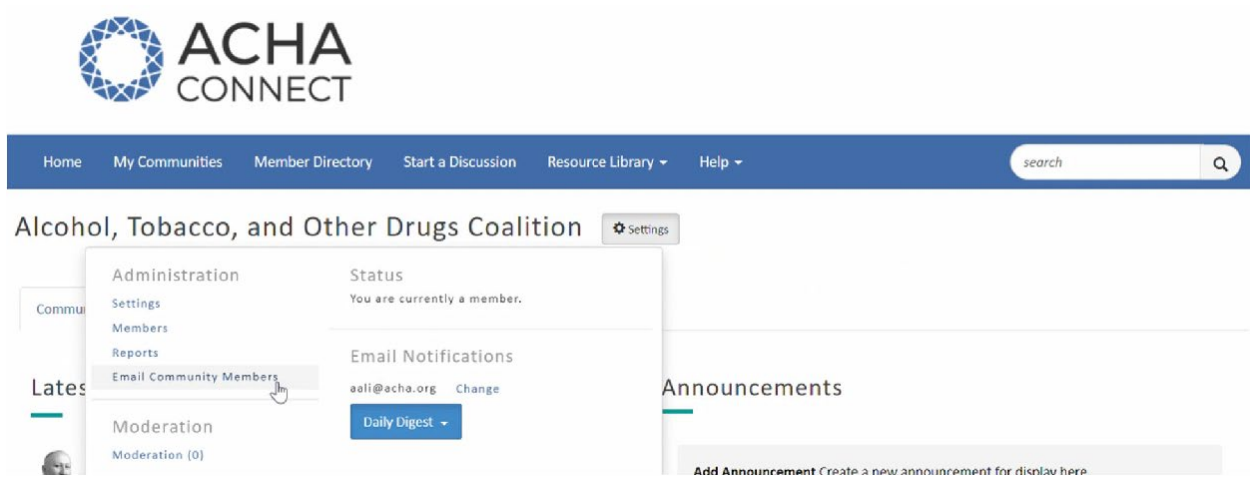


Guidance for ACHA Leaders

How to Send a Blast Email Using ACHA Connect



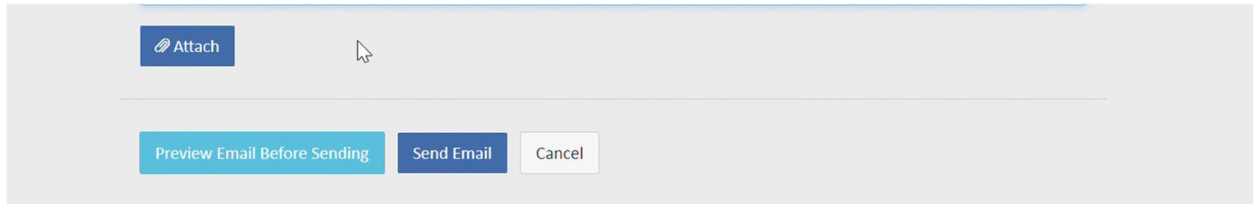
1. On the ACHA homepage of your community, navigate to settings and select “Email Community Members” from the drop-down menu. This takes you to the page to format your email, customize a subject line, draft a message, and add attachments. You will also be able to view how many community members will 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.***

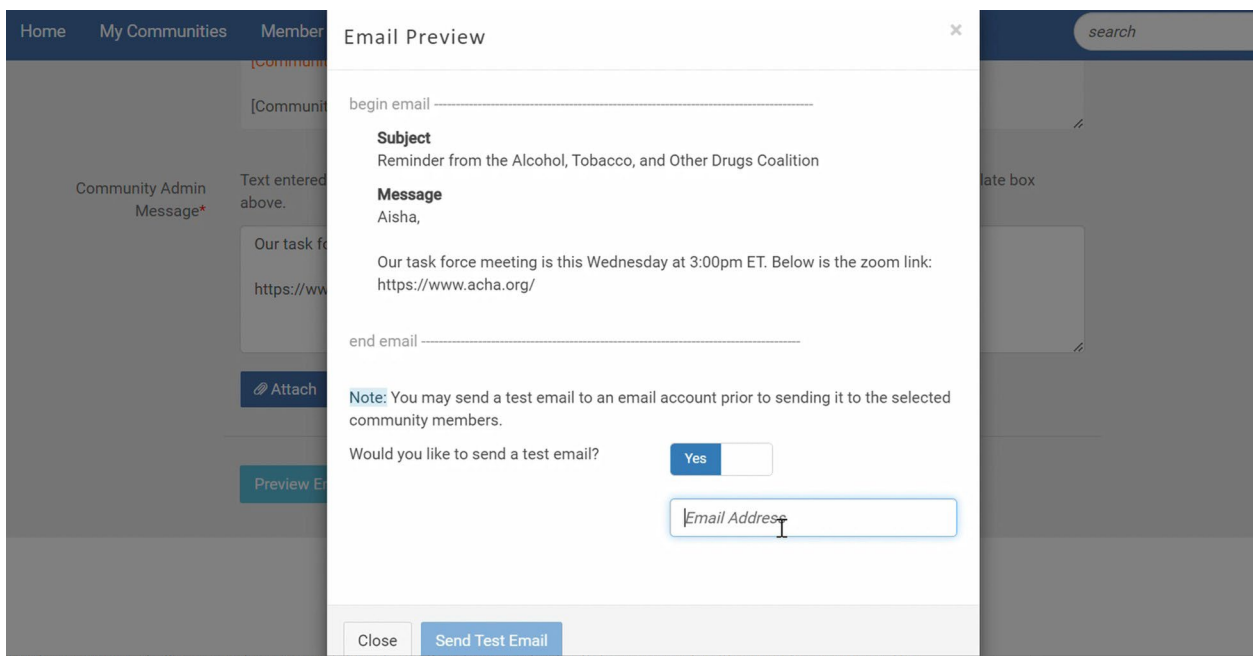
The image shows a screenshot of the email blast configuration form. The 'To' field displays '1047 members selected to receive this email, 43 members opted out of community emails.' The 'Subject*' field contains 'Reminder from the Alcohol, Tobacco, and Other Drugs Coalition'. The 'Email Template*' field shows a template with merge variables: '[Contact.InformalOrFirstOrCompany], [CommunityAdminMessage] (highlighted in orange), [CommunityAdminHyperlinks]'. Below this is the 'Community Admin Message*' field with a text area containing 'Enter message...' and a cursor.

*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



ACHA Connect <DoNotReply@ConnectedCommunity.org>
To: Aisha Ali



[Unsubscribe](#)

Aisha,

Our task force meeting is this Wednesday at 3:00pm ET. Below is the zoom link: <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!

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