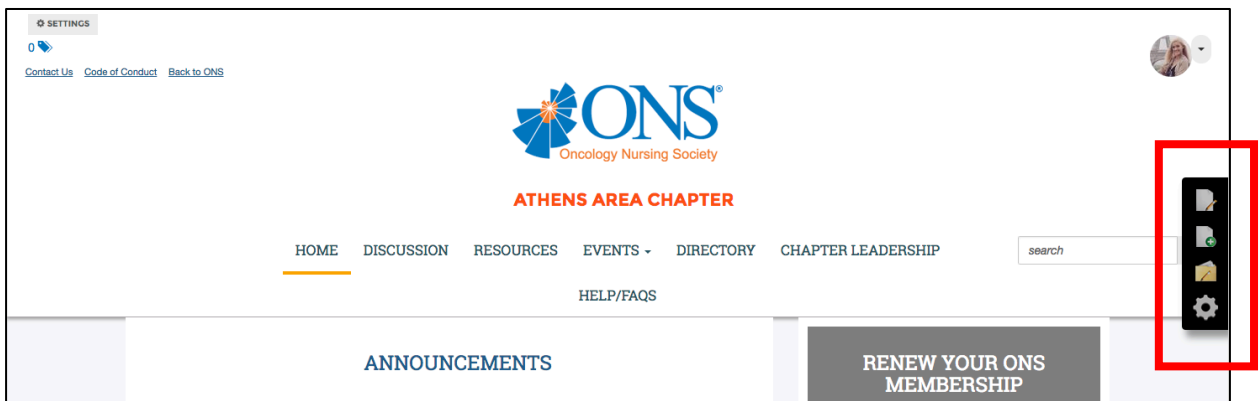
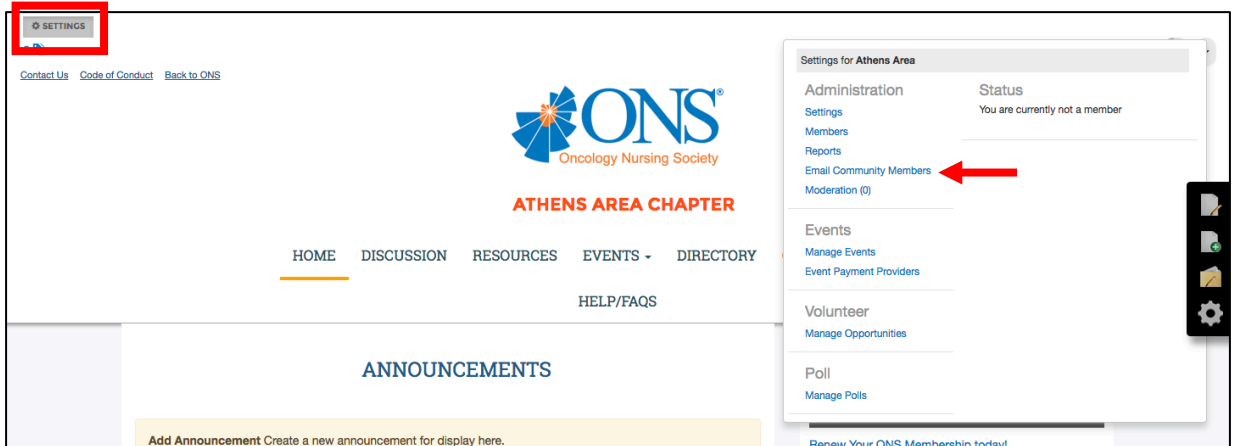


## CHAPTER COMMUNITY TUTORIAL: SENDING MEMBER E-MAILS

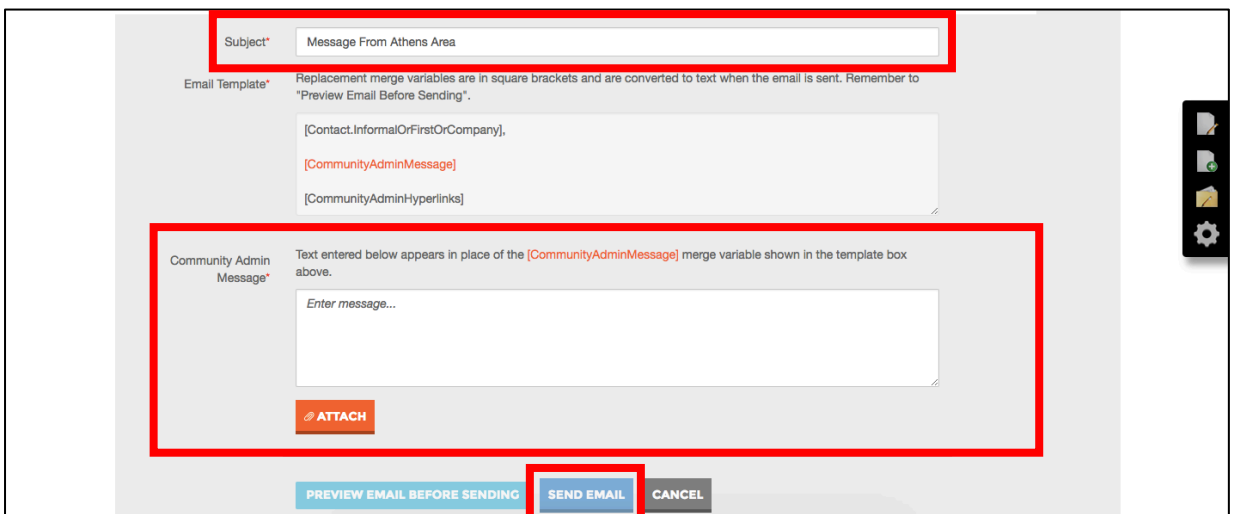
1. Ensure you have administrative access on your chapter community by confirming you can see the admin bar (outlined below in red).



2. Click on the "Settings" button in the top right corner, and select "Email Community Members" from the pop-up menu.



3. Enter the Subject (Title) of your e-mail, and the message in the "Community Admin Message" box below. Attach any files you'd like, and click "Send Email."



The e-mail will send out to any community members who are subscribed to receive messages.

**QUESTIONS? CONTACT US AT [CHAPTERS@ONS.ORG](mailto:CHAPTERS@ONS.ORG)**