Sending Emails to Gateway Members

1. From the Main Menu, select "**About Us**"

2. Then "**Send E-Mail Message**"

3. **Select Recipients**
   - normally you would select "**Members**"
   - you can send to selected members by click on the "Select from Member List" and individually selecting people
   - or you could select by category
   - do not select a category and "Members" as that will send duplicate emails to some individuals

4. **Message Subject** - enter the subject of the email here

5. **Attachments** - attach any files by clicking on the "**Add File**" button

6. **Message** - enter your message in the white box. You can also compose your message in Word and copy it over.

7. When finished, click on "**Send"**