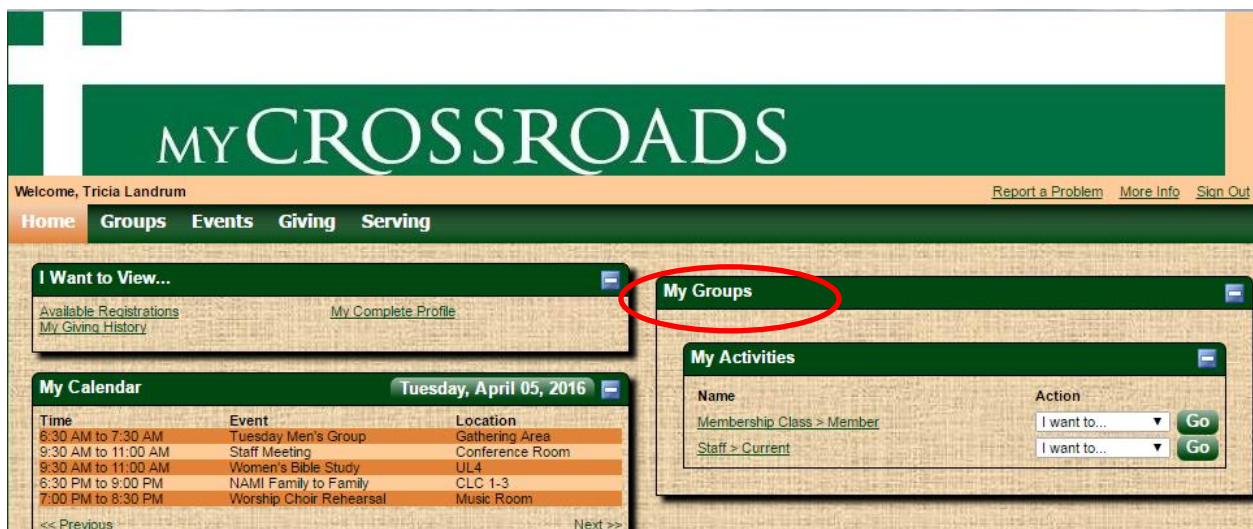


How to Send an Email to the Members of a Church Group

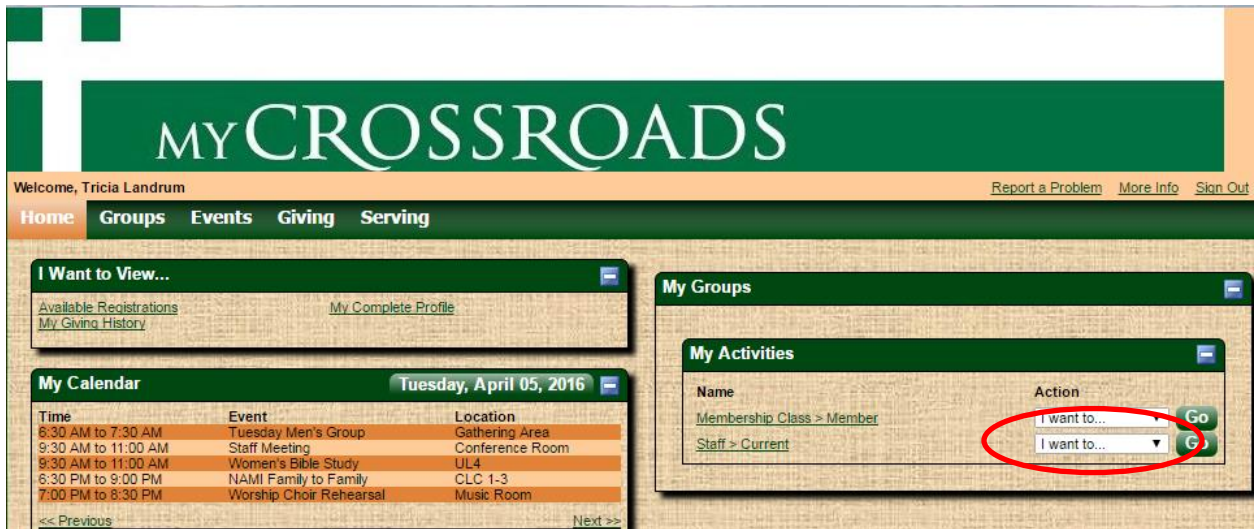
1. To begin – go to the regular church web site: www.crossroadspres.org
2. Click on the “myCrossroads” tab on the far right
3. Click on the button “Click Here to Login”
4. Enter your user name (preferred email address) and the password you selected when setting up your account.
5. After successful login you’ll be welcomed to your home page.



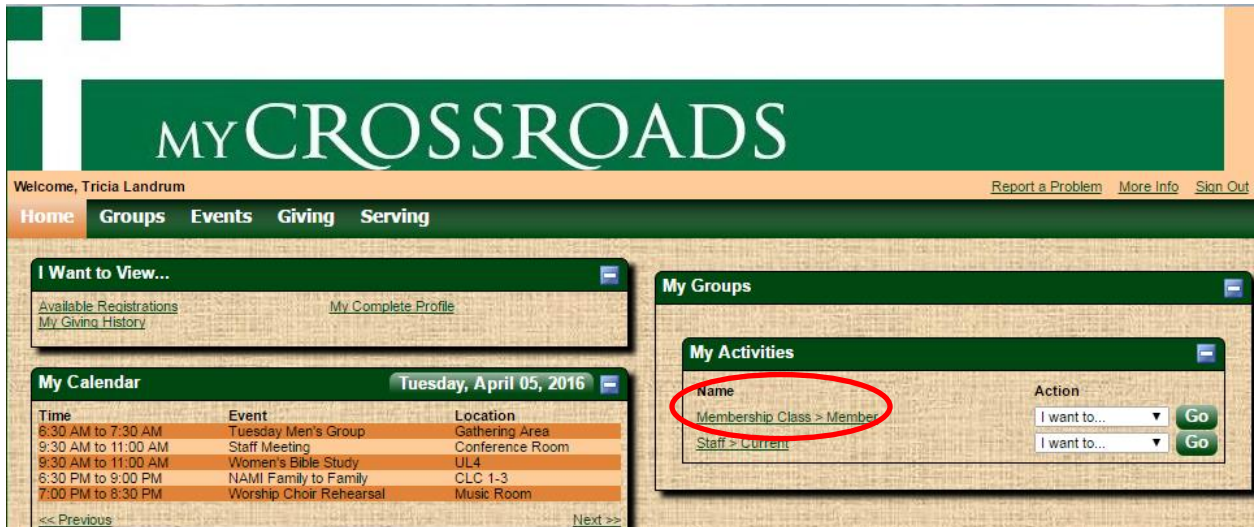
6. The groups (activities and classes) that we have you currently involved in will be listed in the “My Groups” area of the home page screen. *(If you are involved in a group that is not listed, or are listed in a group of which you do not participate, please contact the church office.)*



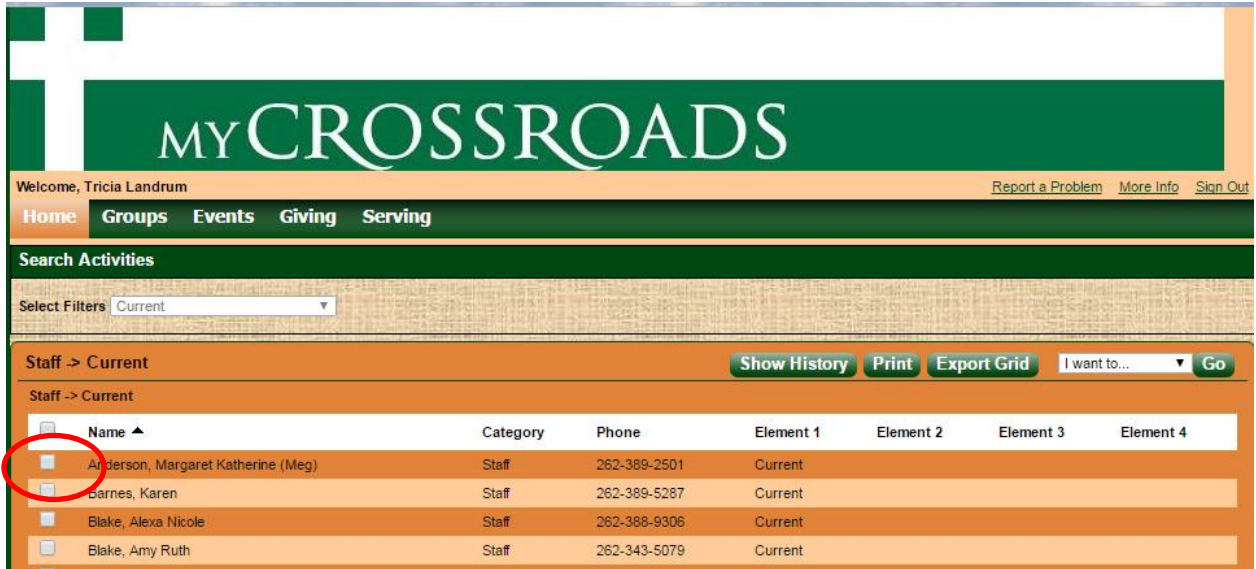
7. If you would like to send email to every participant in the group, click the “I want to” drop down box and select “Send a Message”. Click “Go.” Skip to step 8.



If you would like to send an email to select members of the group, click the group name.



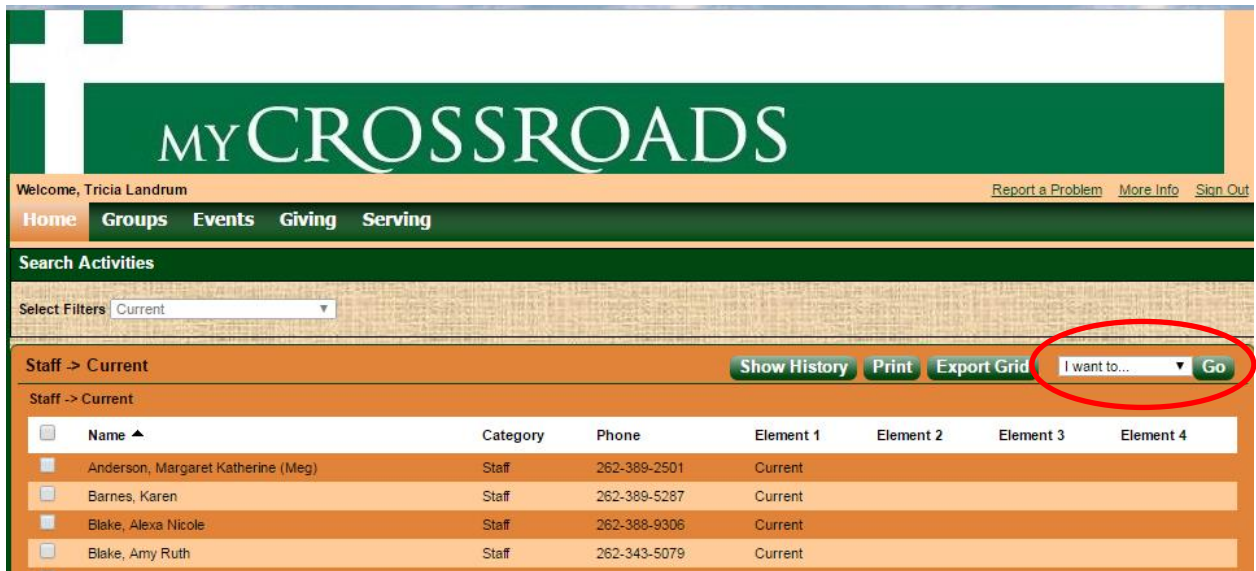
This will bring up a roster of the individuals involved in your group. Select the names of those you would like to contact by checking the white box by their name.



The screenshot shows the MYCROSSROADS website interface. At the top, there is a green header with the logo and a navigation bar with links for Home, Groups, Events, Giving, and Serving. Below this is a search section for activities, with a filter set to 'Current'. The main content area is titled 'Staff -> Current' and contains a table of staff members. Each row in the table has a checkbox in the first column, which is highlighted with a red circle in the image. The table columns are Name, Category, Phone, Element 1, Element 2, Element 3, and Element 4. The staff members listed are Anderson, Margaret Katherine (Meg), Barnes, Karen, Blake, Alexa Nicole, and Blake, Amy Ruth.

<input type="checkbox"/>	Name ▲	Category	Phone	Element 1	Element 2	Element 3	Element 4
<input type="checkbox"/>	Anderson, Margaret Katherine (Meg)	Staff	262-389-2501	Current			
<input type="checkbox"/>	Barnes, Karen	Staff	262-389-5287	Current			
<input type="checkbox"/>	Blake, Alexa Nicole	Staff	262-388-9306	Current			
<input type="checkbox"/>	Blake, Amy Ruth	Staff	262-343-5079	Current			

Once you have selected everyone, click on “I want to” and select “Send a message.” Click “Go.”



This screenshot shows the same MYCROSSROADS website interface as the previous one, but with the 'I want to...' dropdown menu highlighted with a red circle. The dropdown menu is currently empty, and the 'Go' button is visible next to it. The staff roster table is still visible below the dropdown menu.

8. Enter the subject of your email in the “Subject” section. Compose your email in the large white message space. When your message is ready to send, click the “Send Message” button. *Note: This email will be sent from myCrossroads, not from your personal email. Therefore, a copy will not be available in your sent email folder. If you want to keep a copy of what you send, make sure to include yourself as a recipient.*

myCROSSROADS

Welcome, Tricia Landrum [Report a Problem](#) [More Info](#) [Sign Out](#)

[Home](#) [Groups](#) [Events](#) [Giving](#) [Serving](#)

[Send a Message](#)

Send a Message [People with e-mail addresses: 2](#) [Use E-mail Client](#)

Reply to e-mail
tricia.landrum@crossroadspres.org [change](#)

Additional e-mail addresses

Subject
Test

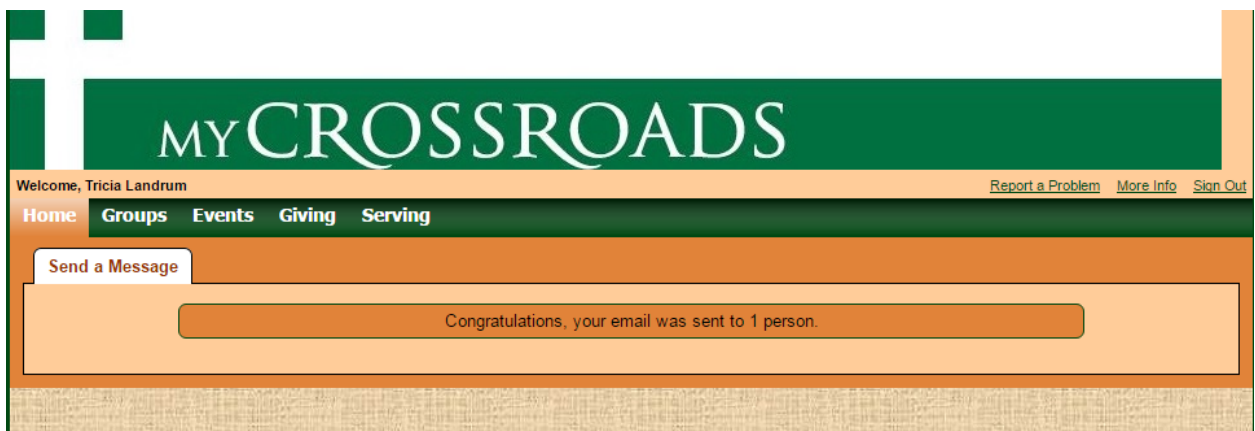
To the members of my group,
This is a test email.
Have a Blessed Day!

Send this message to the parents of children.

[I want to tweet or post to Facebook](#)

[Back](#) [Send Message](#)

9. Congratulations! Your email has been sent to the individuals with emails in our database. If you have individuals in your group that do not have emails, please contact them and encourage them to log-in to the system and update their profile information.



10. This tutorial is for sending a basic email to your group. If you have additional questions, or are experiencing difficulties using this tutorial, please contact Tricia Landrum at tricia.landrum@crossroadspres.org.