**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.)*
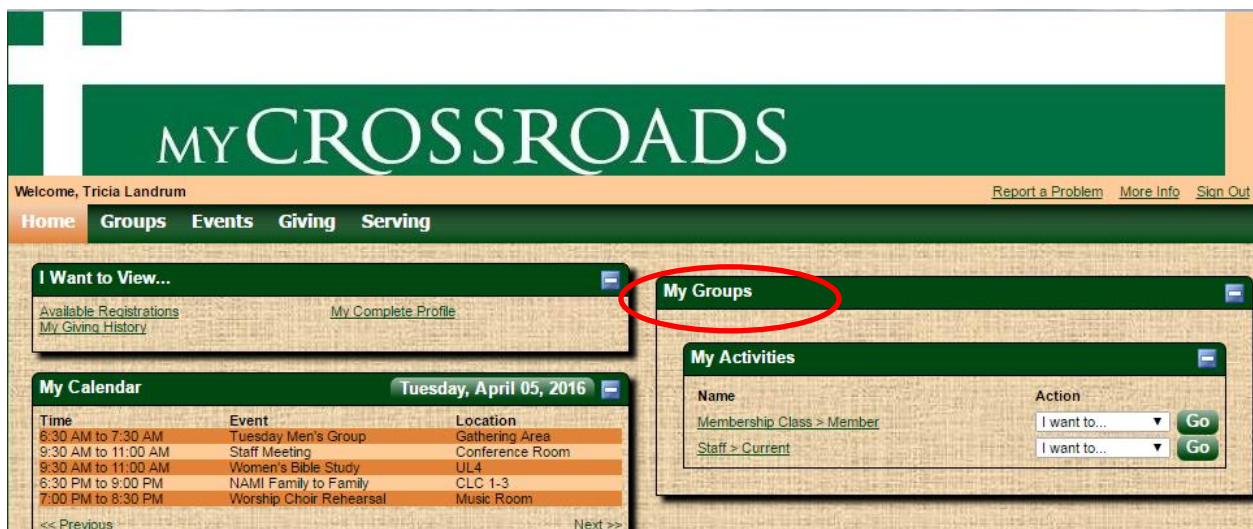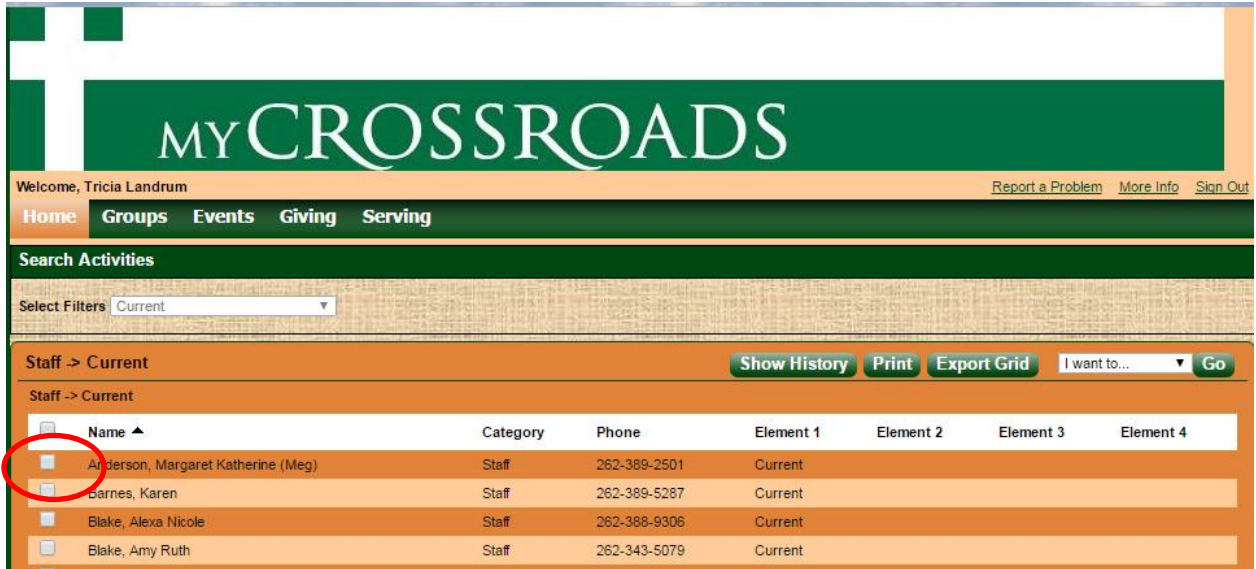
7. If you would like to send email to every participant in the group, click the "I want to" drop down box and select "Send a Message". Click "Go." Skip to step 8.
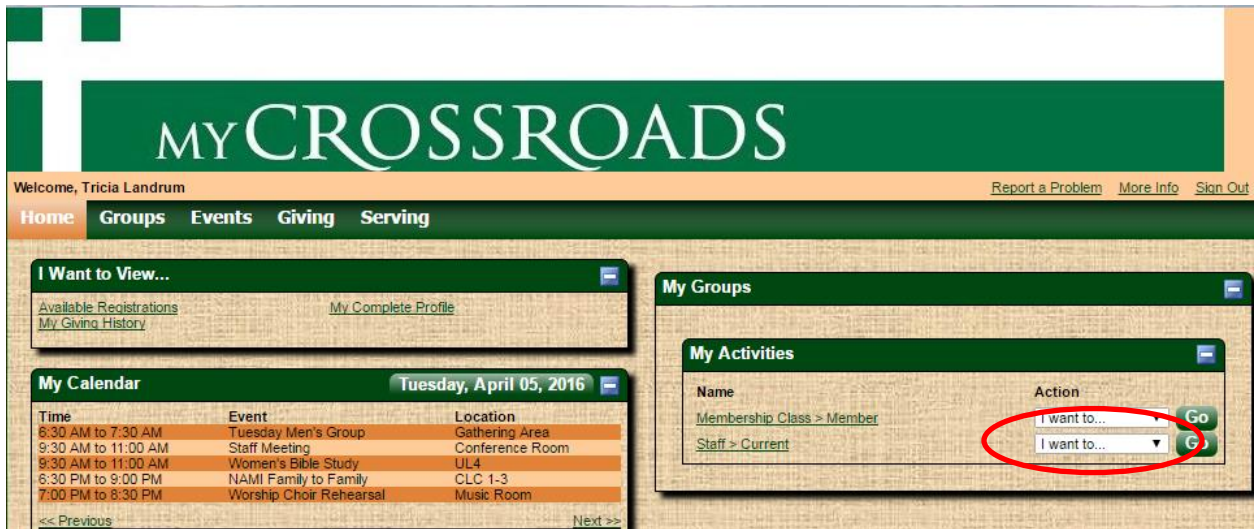
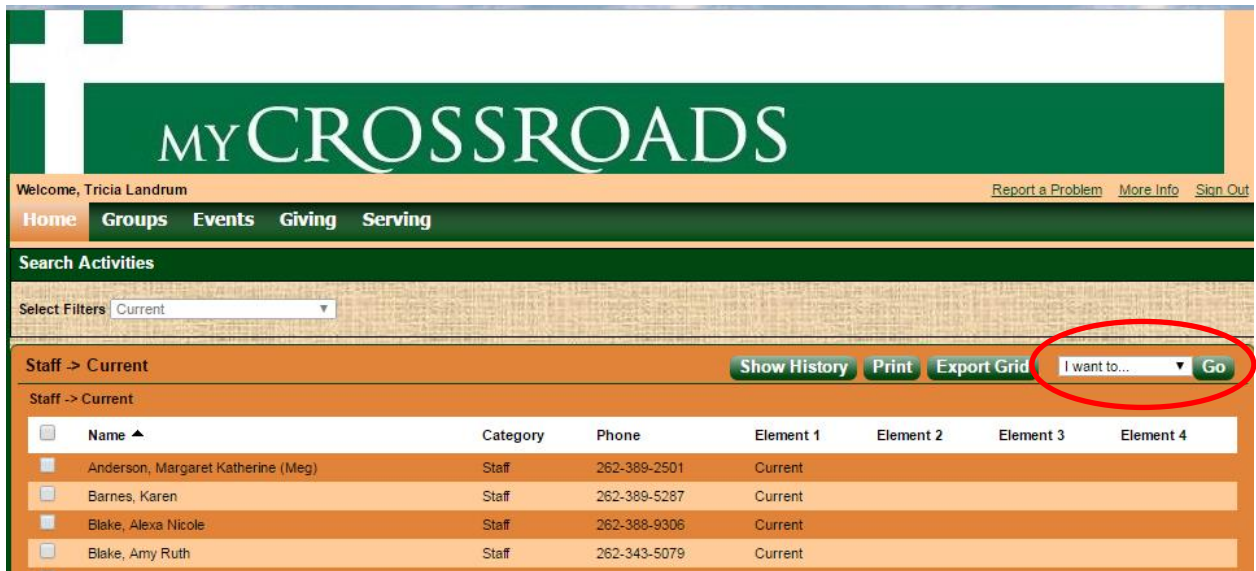If you would like to send an email to select members of the group, click the group name.
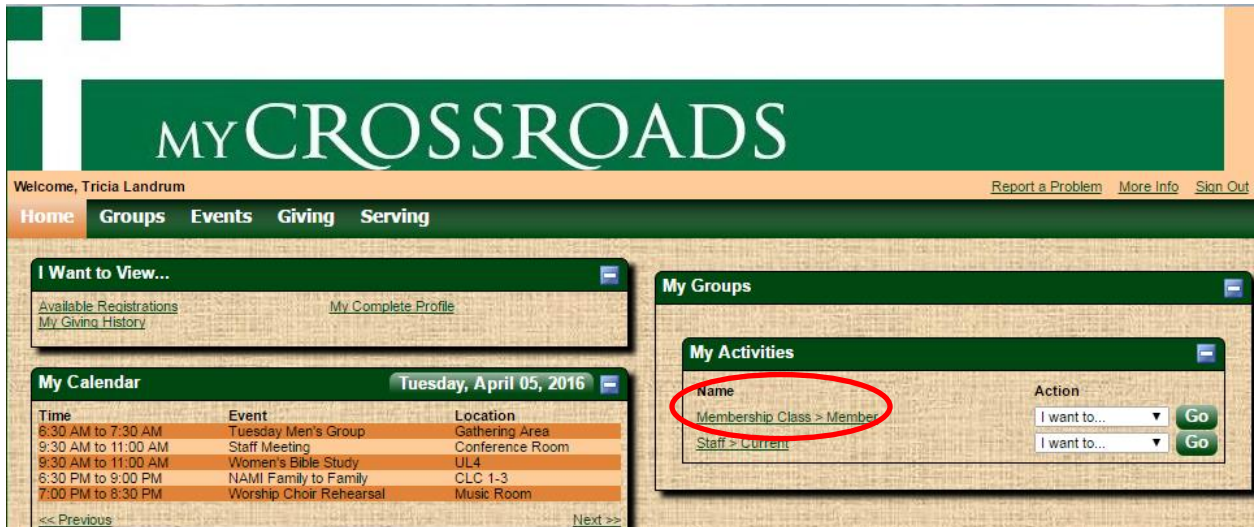
This will bring up a roster of the individuals involved in your group. Select the names of those you would like to contact by checking the white box by their name.

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

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.*

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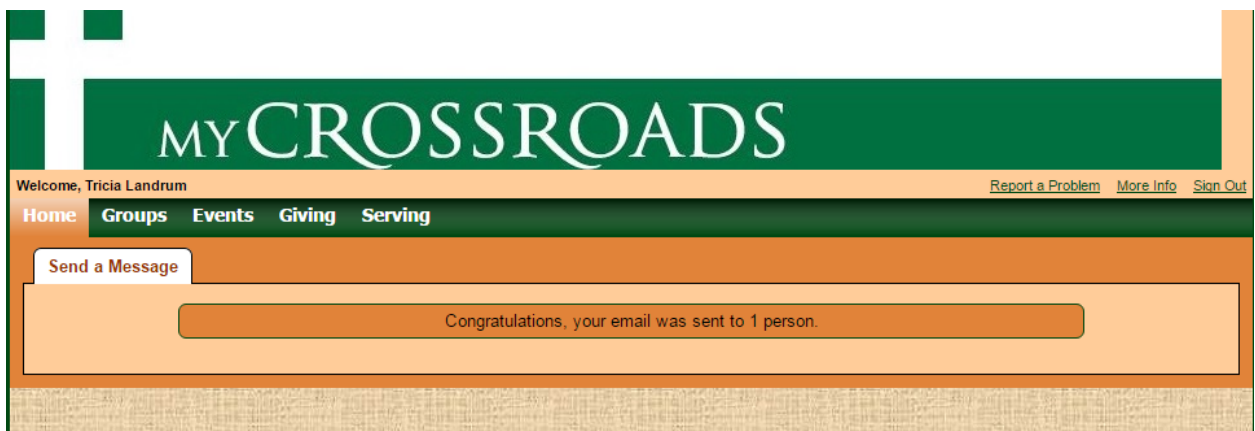
10. This tutorial is for sending a basic email to your group. If you have additional questions, or are experiencing difficulties using this tutorial, please contact Tricia Landrum at tricia.landrum@crossroadspres.org.