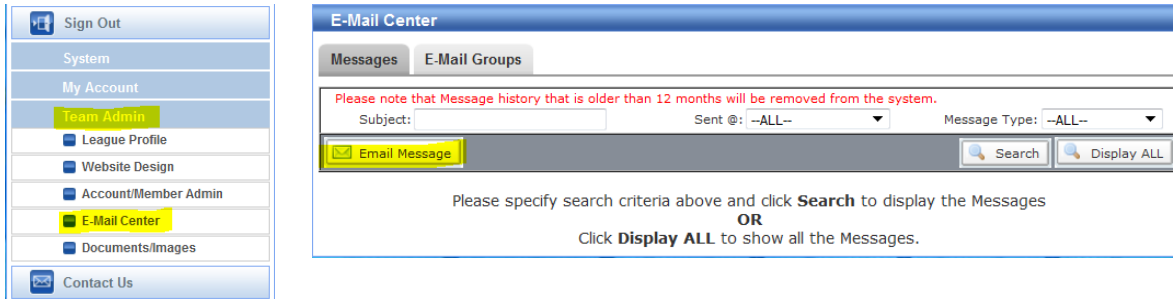


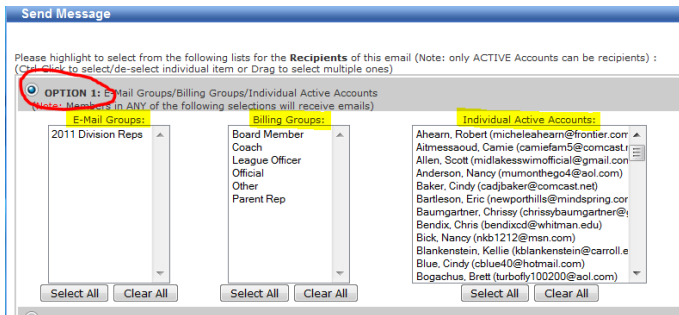
# Creating an E-mail message

Log on to website

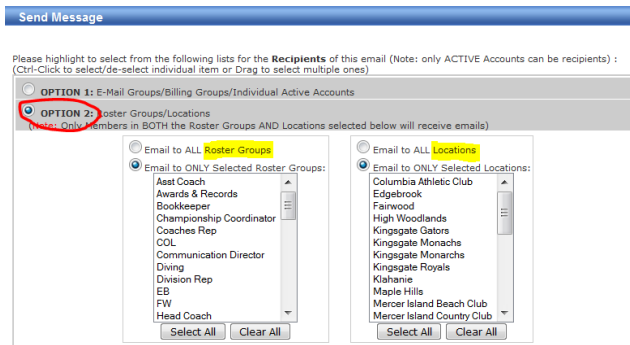
Go to Team Admin>E-Mail Center>select **Email Message**



Option 1 gives a selection of E-mail groups created, Billing Groups or Individual accounts:



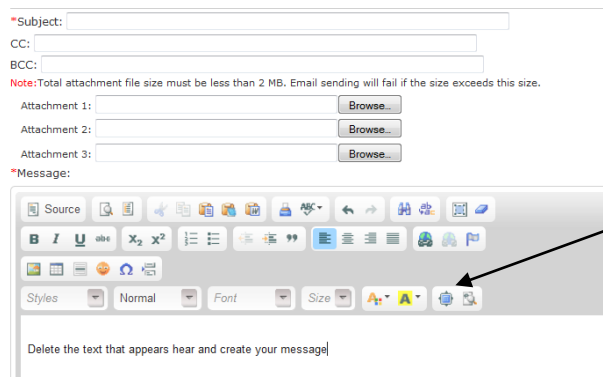
Option 2 gives a selection of Roster Groups/locations




Decide your choice and select. Whatever appears highlighted will be chosen. To select more than one group hold down the **ctrl** key when selecting.

Complete the information as indicated.

Remember to select **Email Now** in lower right corner



By selecting this icon  you can increase the message area for creating your message. You must select that icon again in order to send.