

# Membership Tool Kit - How to Send an Email

Log into MT - <https://montgomeryhsa.membershiptoolkit.com>

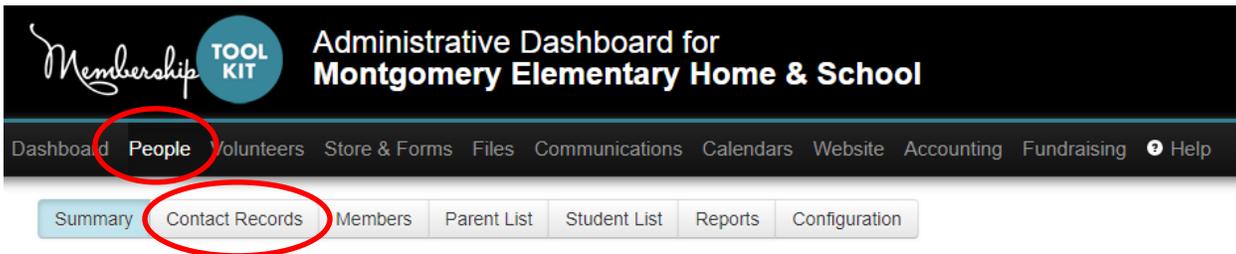
Go to the Admin Button on the right. HOOVER over Admin, a drop down appears, click on Dashboard.

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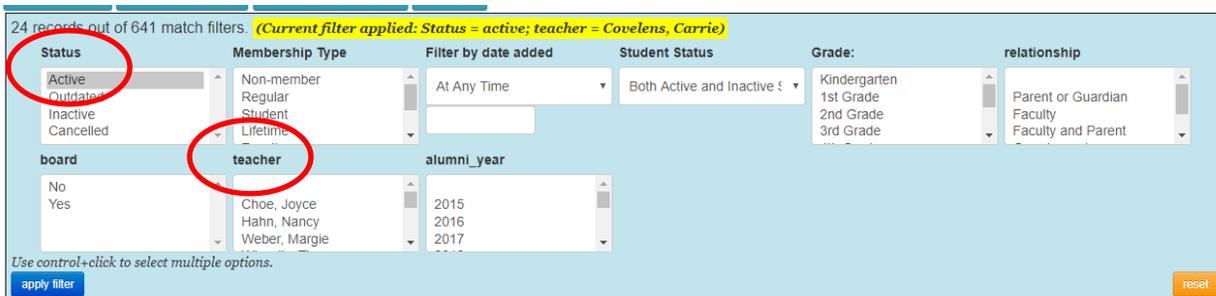
## Montgomery Elementary Home & School



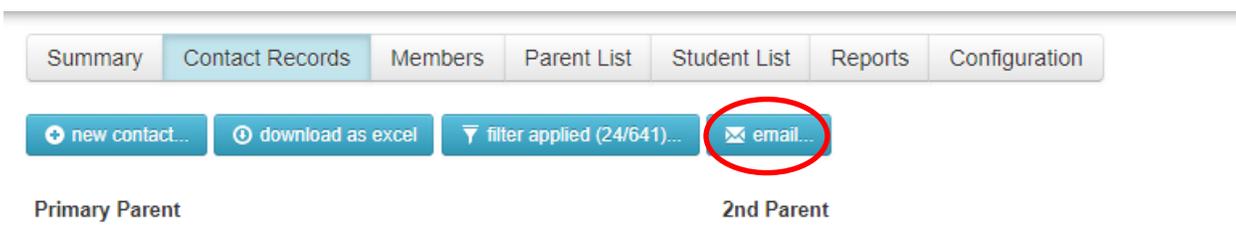
When the Dashboard comes up, Click On People



Click on Contact Records, Click on Apply Filter, Check Active and pick your teacher Click Apply Filter.



The list will appear, click the email Button



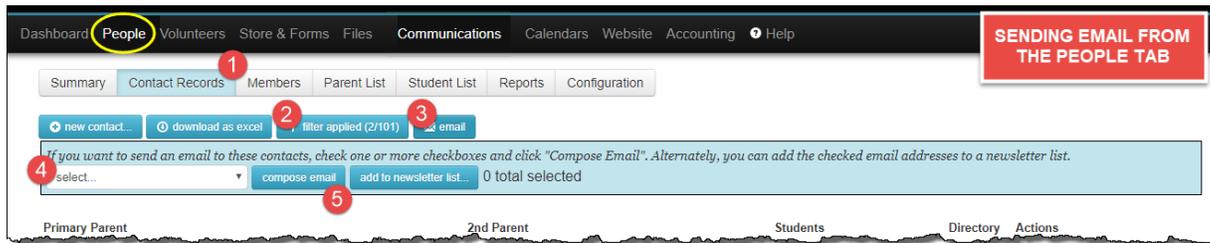


Here are the official steps from MT – <https://help.membershiptoolkit.com/portal/kb/articles/sending-an-email-to-your-contacts>

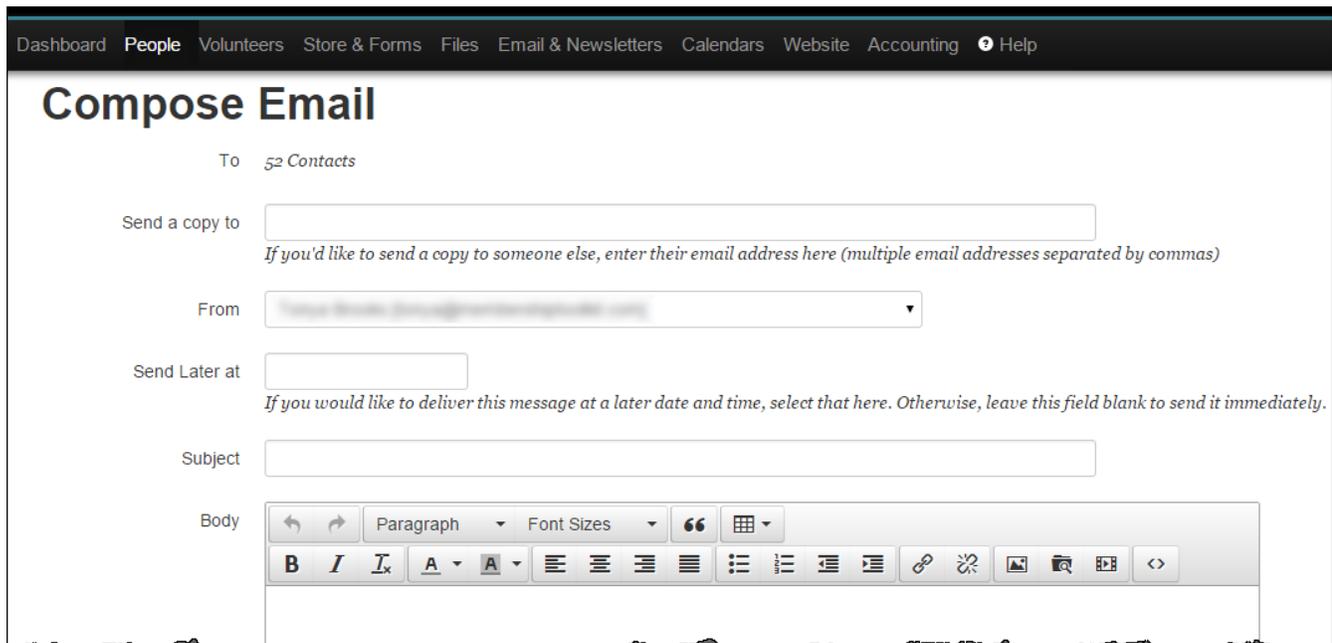
## Sending An Email To Your Contacts

For times when you prefer to **email a smaller number of contacts and not an entire communications list:**

1. Go to the **People Tab** and choose Contact Records, Members, or Student List.
2. Use the "**filter applied**" button to filter your Contacts if you are on the Contact Records screen.
3. Click the **blue "Email" button**.
4. Using the "select" box, **select who will receive the email**.
  - **All Parents** - this includes both parents
  - **All PRIMARY Parents** - this includes only the Primary Parent on the account
  - **Only Members** - this includes only Members of your organization
  - **Only Non-members** - this includes only those that are NOT Members of your organization
  - **None** - this allows you to manually select which recipients will receive the email by checking the individual boxes next to their email address
5. Once you have selected who will receive the email, click the blue "compose email" button.



## Composing the Email:



### To

The number of addresses your email will be sent to.

**Send a copy to**

If you'd like to send a copy to someone else, enter their email address here (multiple email addresses separated by commas).

**From**

Your email will automatically come from the email address that you used to log in to the Dashboard. Use the drop down menu to select a different Administrator's address.

**Send Later at**

Complete the Send Later Box with the date and time you want the email sent and click "Done". Leave it blank to send it immediately.

**Subject**

The subject of your email.

**Body**

Include text, pictures, graphics, etc. The text editor allows you to customize the email.

**Send or Schedule Email**

Click this when you are done editing and ready to send. The email will be sent immediately or at the time you selected. Once email has been scheduled, you are not able to edit it, but you can click on the "Scheduled Email" link on the Dashboard to cancel any or all of the messages.

**Notes about Sending Emails**

- Emails are sent individually. Recipients will not be able to see who else is receiving the email.
- We use an email service (SendGrid) to assure delivery and to track open rates.
- All of the emails that you send from our system are technically sent from [notify@membershiptoolkit.com](mailto:notify@membershiptoolkit.com). The return email address is what you will set and what will be presented to the recipient.