

## Sending a Message - Groups

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### Sending a Message from a Group

An email can be sent quickly to an entire group or an individual group member. Group members can do this in 'Members Interact' groups, and Group Leaders or Assistant Leaders can do this in any group they lead.

#### Entire Group

To send an email to the entire group, first go to the group home page. Then click 'Send a Message' in the Actions area on the right.

#### Actions

-  Send a message
-  Subscribe to this group's RSS feed
-  Subscribe to this group's calendar
-  Change my communication settings
-  Remove myself from this group

[More...](#)

A window will pop up for you to create your message. Enter the subject and body of the email in the boxes provided.

Send a message to:  
**Babysitters**

Title:

Message:

**Note:** To format your message, you may use our [Formatting Guide](#) located at the bottom of the message creation screen.

The message will be sent to the group via email and may post as a message to the group's message board. Group members may also see a link in the email to quickly access the comment section of the message to continue the discussion. If not logged into CCB, you will be prompted to do so prior to seeing the comment section.

To adjust the settings for the message, check the appropriate boxes provided in the pop up window. Your options include exposing your email address and allowing responses to be sent to you via email, sending the email only and not posting as a message to the message board, locking the message so comments cannot be posted, displaying the message at the top of the list, and sending/posting the message so that it is visible only to group leaders.

**Note:** Comments posted as replies to these messages will be visible to all group members. If the 'Unlisted' box is checked, only group leaders will be able to add and see the comments.

2/1/2010 4:23 PM 

**Message options:**

Email "From":  Expose my email address & allow responses directly to me.

Email only:  Just send an email. (Don't store history or allow discussion.)

Locked:  Don't allow people to discuss or comment on this message.

Display first:  In list views, keep this message at the top.

Unlisted:  Hide this message from non-leaders.

**Note:** To send a message only to group leaders, click the 'Unlisted box. Any messages sent from Administrative Groups will automatically go only to the group leaders.

Finally, determine if you need to add attachments to the email. Click 'Attach Files to this Message' to access the browse options.

[Attach files to this message...](#)


[Cancel](#) or

The files you attach will be sent as links in the email. These files will also be added to the file library for the group and as a link within the message.

Here is a great resource to help educate you on the history of coffee. It will also allow you to view a coffee production map, look for coffee recipes and all sorts of other things.

Please respond to this with links to your favorite coffee web sites.

Natgeo Coffee Site



1 comment



Here's another fun one! [Edit](#)

Coffee Geek

Posted 2 days, 22 hours ago by Rachael Mueller, Rachael has 8 posts

Once you have filled out the form and adjusted your settings click, 'Send' to complete the process.


**Individual Group Member**

To send an email to a single person in the group, first click the 'Group Participants' tab. You may use the search box to find a specific person.

**Group Participants**

Search for a specific participant...

Click 'Send Email,' located just below the person's name.



**Bobby Ash**  
Email: [Send Email](#)

Fill out the email form completely and click 'Send.' You may send yourself a copy of the email by leaving the copy box checked at the bottom. To include attachments, click 'Attach Files to this Email.' You may include up to three files per email. These will appear as links in the body of the email and will be available to download for 30 days.

**Send an email**

[Cancel](#)

To:  
**Bobby Ash**

Subject:

Email Body:

[Attach files to this email...](#)

Also send a copy of this email to me.

Use formatting codes to make words bold and italic, create bulleted lists, insert images, and more. See the [formatting guide](#) to learn how.

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