

## Emailing Others in ISAE Group on Website

- 1) Make sure you are logged in to the website, [www.iowasae.org](http://www.iowasae.org)
- 2) Click on the “Group” tab under the “My Profile” Box on the right side of the page.
- 3) Locate the Group you wish to communicate with and hover over the wrench icon which will give you the options of messaging or emailing the members in this group (see below)

The screenshot shows the ISAE website's 'My Groups' page. The navigation bar includes HOME, PROGRAMS, CALENDAR, RESOURCES, CAREER CENTER, MEMBER SEARCH, JOIN, and CONTACT. The 'My Groups' section lists several groups, with a dropdown menu open over the 'Membership Groups: Regular Members' group. The dropdown menu contains the following options: 'Message All Group Members' and 'Email All Group Members'. The 'My Profile' menu on the right includes: Profile Home, Manage Profile, Create Resumé/CV, Groups, Networks, Files & Links, Favorites, Messages, Connections, Membership Info, and Refer a Friend.

- 4) Another option is to click on the Name of the Group which takes you to that page and hover over the wrench icon there. You will also see the other features for group activity which include a directory, calendar, blogs, forums, and photo gallery. (see below)

The screenshot shows the ISAE website's 'Programs: Meeting Planners' group page. The navigation bar includes HOME, PROGRAMS, CALENDAR, RESOURCES, CAREER CENTER, MEMBER SEARCH, JOIN, and CONTACT. The 'Programs: Meeting Planners' section is displayed, with a dropdown menu open over the group name. The dropdown menu contains the following options: 'Message All Group Members', 'Email All Group Members', 'Unsubscribe from Newsletter', and 'Leave This Group'. The 'My Profile' menu on the right includes: Profile Home, Manage Profile, Create Resumé/CV, Groups, Networks, Files & Links, Favorites, Messages, Connections, Membership Info, and Refer a Friend.