



New Message Tool

It's all about the views



Things to remember:

- Pay attention to your selections/views on both the main & Sub-pages
- You can now update your selection from within the tool
- Make SURE your “Confirmed” number makes sense
- Make SURE to preview the first 10 emails and make sure that makes sense
- Remember that the tool will send to EVERY RECORD you have selected, so be aware of possible duplicates.

Views, Views & More Views

Groups:

- Current Group members
- Current Group Leaders/Servants/Participants

Contacts:

- Active Heads of Household

Opportunities:

- Open Responses

Let's Play

Select Contacts - send to heads

Select Groups - send to current members

Select Groups - send to current leaders