

Emailing Management News Events

[Control Panel](#) > [My Workspace](#) > [Management News](#)

Emailing Management News Events:

Management News events can be mass emailed to Tenants using the **Message Blaster**. If you had not already emailed the news event upon the creation of the entry using the **Save & Send** button (or would like to send out another reminder), follow the steps below:

1. Got to **Control Panel > My Workspace > Management News**.
2. Locate and select the desired news event(s).
3. Click on **Send**.



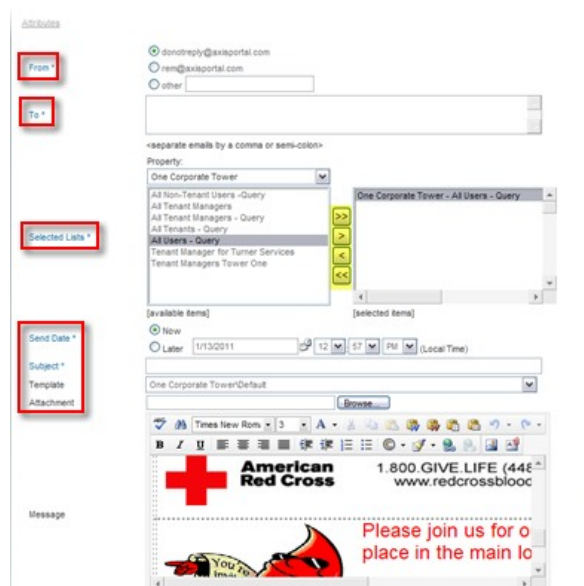
<input type="checkbox"/>	Subject	Start Date	End Date	Active	
<input type="checkbox"/>	Admin Professionals Day	4/13/2010	2/5/2011	Yes	Edit
<input checked="" type="checkbox"/>	Blood Drive	5/28/2010	6/19/2010	No	Edit
<input type="checkbox"/>	Blood Drive	5/28/2010	6/28/2010	No	Edit
<input type="checkbox"/>	Blood Drive	6/25/2010	7/25/2010	No	Edit
<input type="checkbox"/>	Bring Your Green to Work	3/16/2009	4/1/2011	Yes	Edit
<input type="checkbox"/>	City Events	6/25/2010	7/25/2010	No	Edit

4. You will be redirected to the **Message Blaster** system with the message content already filled out.
5. Enter individual email addresses or select a distribution list(s) from the **Available Items** list to be moved to the **Selected Items** list using the arrows.

Note:

- Refer to [Distribution Lists](#) for additional information.

6. Enter a **Send Date** and **Subject**.



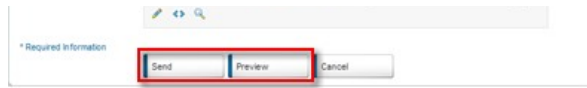
Attributes

From: donotreply@axisportal.com
To: [Empty]

Selected Lists: All Users - Query

Send Date: 1/13/2011
Subject: [Empty]
Attachment: [Empty]

Message: American Red Cross 1.800.GIVE.LIFE (448... www.redcrossblooc
Please join us for o place in the main lo



7. Click on **Preview** to view the message before sending it.
8. Click on **Send**.