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**.

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.

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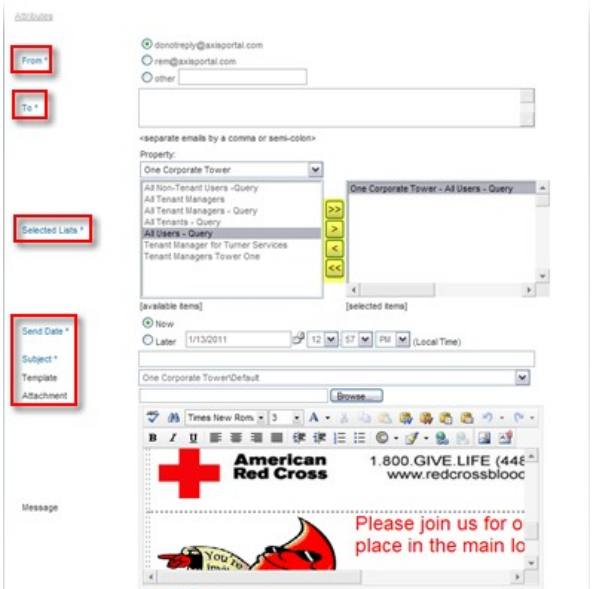
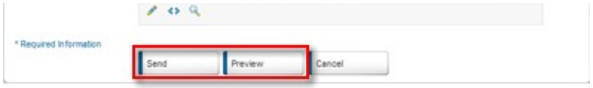
6. Enter a **Send Date** and **Subject**.





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