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.

Content Mana	Add Remove Send							
Management News - 26 entries								
Subject	Start Date	End Date	Active					
Admin Professionals Day	4/13/2010	2/5/2011	Yes	Edit				
Blood Drive	5/28/2010	6/19/2010	No	Edit				
Blood Drive	5/28/2010	6/28/2010	No	Edit				
Blood Drive	6/25/2010	7/25/2010	No	Edit				
Bring Your Green to Worl	3/16/2009	4/1/2011	Yes	Edit				
City Events	6/25/2010	7/25/2010		Edit				

- You will be redirected to the Message Blaster system with the message content already filled out.
- 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.

-	donotrepy@axiaportal.com rem@axiaportal.com other	
	(securate emails by a comma or semi-colon)	
	Property:	
	One Corporate Tower	
	All Non-Tenant Users - Gutry All Tenant Managers	ers - Query
	All Tenant Managers - Query	
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	109			
Required Information	Send	Preview	Cancel	

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