

How to... Send emails (group leaders)

You can easily send emails through Beacon. Although not a full emailing system, the tools provided help you keep in touch while making sure that all of your members' data is kept safe and secure.

You send an email from the screen showing your list of group members.

1. Go to the list: group members

After logging into Beacon at u3abeacon.org.uk go to your list of members by clicking into [Groups](#), clicking on the name of the group you're a leader of and then going to the [Members](#) tab.

2. Select recipients

- a) Tick the checkbox next to the name of all members that you want the email to be sent to.

To **select all members** shown:

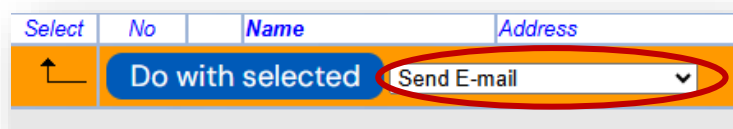
- Click on [Select](#) in the header of the first column.
- From the options displayed, click on [E-mail only](#). All of the members being displayed, who also have an email address recorded in Beacon, will now be ticked.

Group Members				
Select	Member No.	Name	Telephone	Mobile
Select All		Patricia Abrahams		0707 456 100
Clear All		Jules Address		0719523467
E-mail only		Fred Alexander		
Without E-mail		Joan Blogs		
☐	1040	Walter Scott	0123 456 1212	0707 456 121
☐	1047	Mike Young	0123 456 1270	0707 456 127

- b) Go to the bottom of the screen.

If the option shown is not *Send email*, click on the dropdown list shown with

the  and select it.



- c) Click the button labelled *Do with selected*

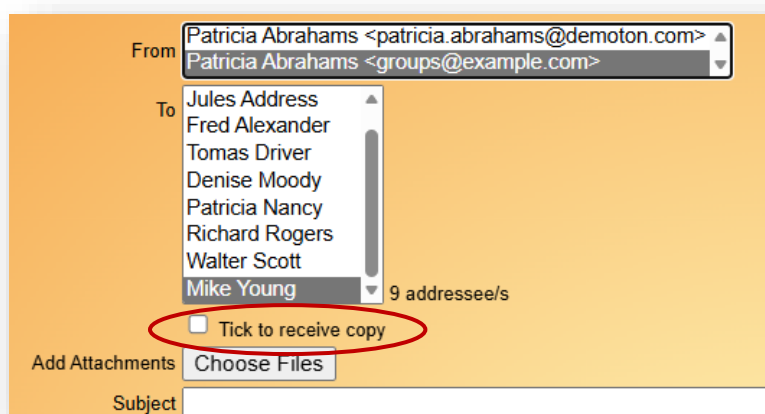
- d) The email screen will open with all of your recipients added.

3. Write your email

- a) If you have an office-holder's email address for your u3a eg *groups@example.com* make sure that you select this to send from, rather than your personal one

- b) Tick the box if you'd like to receive a copy of the email yourself. This is a good idea so that you have a record of what you sent.

- c) Write your email as normal, giving it a subject and adding in the text. Formatting, like bold and font colour, is available using the toolbar.



Follow step 4 to personalise your email or go straight to step 5 and send it.



The email address that you send from in Beacon will be displayed to all recipients. Any replies will be sent to that address.

4. Personalise your email

You can easily personalise individual emails with standard data that has been stored in Beacon using “tokens”. The most common use is to add the member’s name into the greeting, but there are many more options that are of particular use to membership secretaries and treasurers eg address, phone number etc.

To add the member’s name

- Write your email with your preferred greeting eg Dear or Hello
- Add a space after it, as normal
- From the list of #TOKENS on the right, click on the one called #FAM
This text will now be added to your email where your cursor was.
- Continue writing your email as normal. You can hit return for a new line or add a comma and space – however, you would usually write emails.

Personalise this e-mail using tokens.
Click one to insert.

Member		Member's Partner
#TITLE	Mr, Ms etc.	#P
#FORENAME	e.g. William	#P
#SURNAME		#P
#FAM	familiar name e.g. Will	#P
#MEMNO	membership number	#P
#EMAIL		#P
#TELEPHONE		#P
#TELEPHONE4	last 4 digits	#P
#MOBILE		#P
#MOBILE4	last 4 digits	#P
#EMERGENCY	emergency contact	#P

5. Send your email

- When you’re happy with what you’ve written, click the [Send](#) button.

The recipient will receive an email with their name after your greeting. If they have a familiar/known as name recorded eg Mike, this will be used. If they do not have any familiar name in Beacon, their first name will be used eg Sheila.



If you send a copy of the email to yourself, don’t worry if you see the token code itself eg Dear #FAM. This is only because you are the writer. Everyone else will see their own name , not the token code.



Good to know...

- Beacon provides you with a way to send emails securely and easily to your members. It is not a full email system so does not have all of the same functionality as services like Gmail, Outlook etc.
- You cannot receive emails in Beacon. Replies to emails that you sent will be received by the email address you used (the “from” address).
- There is no draft function. You cannot save an email that you’re writing and come back to it later.
- Beacon sends individual copies of each email to all recipients. This means that the Bcc (blind carbon copy) option is not required. It is not possible for one recipient to see the email address of another.
- There is no sent mail folder in Beacon. You cannot go back into Beacon and read an email that you previously sent.
- You can add standard format attachments to your email eg PDF or .docx files.
- Technical email logs, showing delivery reports, are available within Beacon for site admins to use, or for anyone given that level of access.