

How to... Send emails

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 can send an email from most screens where you are viewing a list of members. Whichever list you're looking at, the emailing process is the same.

1. Go to the list of members

After logging into Beacon at **u3abeacon.org.uk** go to your list of members.

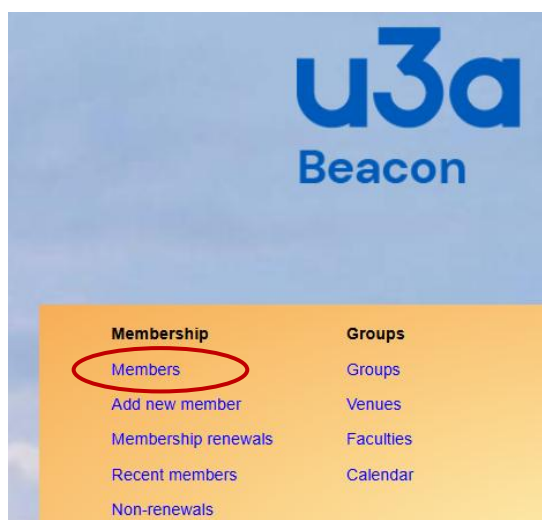
If you are a group leader/convenor:

- Click into [Groups](#) to display all of your u3a's groups.
- Select the group that you're a leader of, by clicking on its name (which should be in blue)
- Go to your list of group members by clicking on the [Members](#) tab.



If you have access to all of your u3a's members

- Go to the list by clicking on [Members](#).

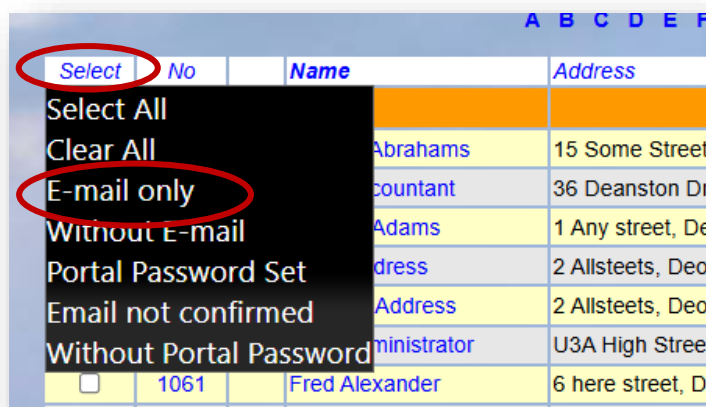


2. Select recipients

- 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.

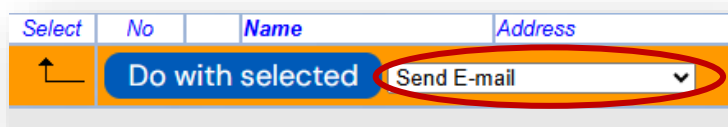


- b) Go to the bottom of the screen.

If the option shown is not *Send email*, click on the dropdown list shown and select it.

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

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



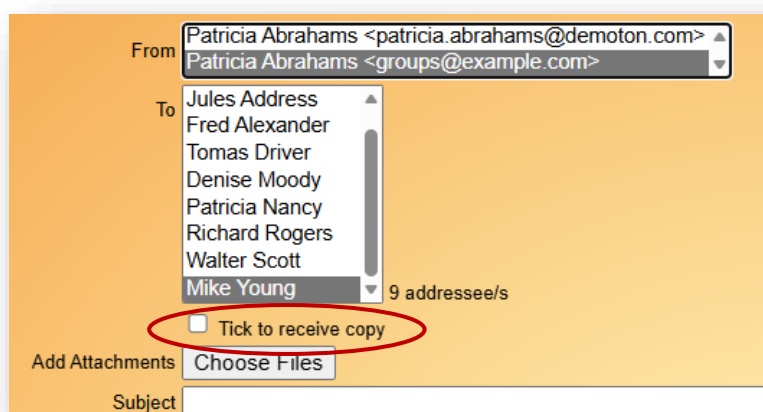
3. Write your email

- 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.
- d) Click [Send](#).

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.

Personalised emails are less likely to be mistaken for spam, which may be sent to the recipient’s spam/junk folder or could even be blocked.

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

To add the member's name

- a) Write your email with your preferred greeting eg *Dear* or *Hello*
- b) Add a space after it, as normal.
- c) 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.
- d) 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.
- e) Send your email.

The recipient will receive their 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. However, as the sender, you will still only see the token codes. This is expected.



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



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).
- The tokens (personalisation options) that are available are shown on the right-hand panel when you're writing your email. Some tokens are only available from specific parts of the system eg those to do with gift aid.
- 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 and the [Email unblocker](#) tool are available within Beacon for site admins, or anyone given access, to use if required.