

Use the "Search" field at the top right to search for a help topic.

## PMail Groups

DACdb allows users to create their own distribution lists - *PMail Groups*. These lists can be maintained at the district, club and personal levels.

- **District** – PMail distribution groups are shared across all users within the district. All users can view these distribution groups. Only Level-6+ users can actually use them, modify them and save the groups in the district folder.
- **Club** – PMail distribution groups can be shared at the club level. Each club has its own set of groups. Only Level 4+ users can modify and save group lists into the club folder. A Level-5 AG or Level-6 district admin can view these templates only if they emulate the club.
- **Personal** – PMail distribution groups can be shared at the member level. Personal distribution lists are only visible to the member that created them.

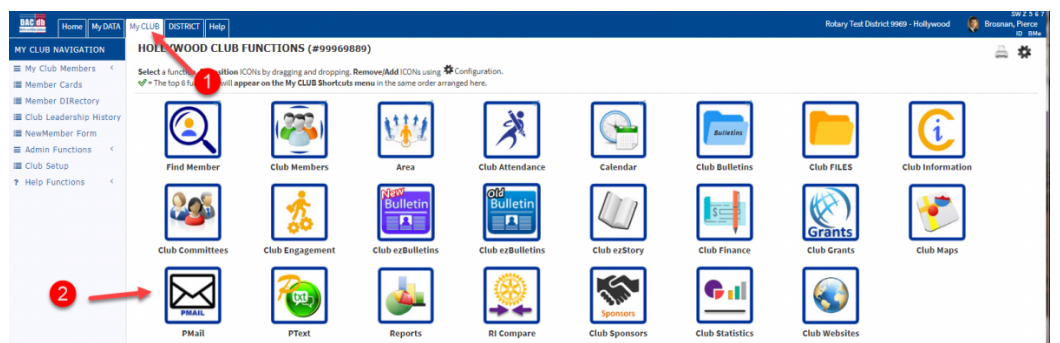
**Note:** PMail Groups are *static* snapshots of your membership. They do **NOT** dynamically update with changes to your membership. PMail Groups **MUST** be manually maintained to keep them current.

### To Send a PMail to a PMail Group:

1. **PMail** Tab --> **Select Group** button
2. Select the Group Type you wish to PMail from the drop-down list
3. Click on **Use Selected Group** button. The draft PMail message will automatically be populated in the **To** field with the members of the group selected.
4. Complete the PMail and click **Send**.

### Create a PMail Group:

1. **PMail** Icon from the My Club tab --> **TO** button



Personalized Mail v4 (UserID)

PMail lets you send personalized messages to members.

[Schedule Delivery](#) [Select Group](#) [Select Template](#) [Send](#)

**Send Options** Type=UserID

**FROM:** Brosnan, Pierce  
FROM disabled PMail S-Lst <6

**TO:** Brosnan, Pierce;

Sending to: 1  
[View Members](#)

2. Once you click on the **TO** button, a window will open with various member/club groups listed. You can expand each group that has a + beside the name. (*Note below how MY CLUB COMMITTEE LEADERS group has been expanded.*) Once expanded, you can check the box next to each

person/role/group you wish to include in the Personal Group.

**Add emails**

Search:  Global?

- CLUBS
- COMMITTEES
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- PARTICIPATION DATA
- MY CLUB COMMITTEE LEADERS
  - Hollywood A-Team (Rotary Club of Hollywood)
  - Pretend Club (Rotary Club of Hollywood)
  - test (Rotary Club of Hollywood)
  - Test committee for PMail (Rotary Club of Hollywood)
- DISTRICT COMMITTEE LEADERS
- COLLEGE OF GOVERNORS
- GENDER

3. Once you have chosen all people/groups/roles you wish to include in the Personal Group, click on the **Save as Group** button. The draft PMail message will automatically be populated in the **TO** field with the members of the group selected.

test (Rotary Club of Hollywood)  
 Test committee for PMail (Rotary Club of Hollywood)

EVENTS

MEMBERS

CLUB POSITIONS

PARTICIPATION DATA

MY CLUB COMMITTEE LEADERS

- Hollywood A-Team (Rotary Club of Hollywood)
- Pretend Club (Rotary Club of Hollywood)
- test (Rotary Club of Hollywood)
- Test committee for PMail (Rotary Club of Hollywood)

DISTRICT COMMITTEE LEADERS

- District Leadership
- Holder
- ALUMNI-ALL Members
- Test Committee
- Test Committee for PMail
- Test Committee for PMail
- Hollywood A-Team (Rotary Club of Hollywood)
- Pretend Club (Rotary Club of Hollywood)
- test (Rotary Club of Hollywood)

Aaa34, Aaatester B Mr  
Aaa42, Aaatester B Mr  
Aaa50, Aaatester B Mr  
Aaa70, Aaatester B Mr  
Aaa74, Aaatester B Mr  
Damon, Matt  
Flinston, Fred  
IJJ, IJJ  
Pitt, Brad  
Songs, abba  
Suddarth, Gayla Bell  
Witherspoon, Reese  
Aniston, Jennifer (Membership Chair)  
Cruise, Tom (Executive Director)

Remove Selected **Save as Group** Clear All

Cancel Update Names

4. On the next window, enter a name for the new group, select group type as **Personal Folder** (Level 1+ users) or **Club Folder** (Level 4+ users), or **District Folder** (Level 6+ users), then click on the **Save** button.

**Note: Personal Folder PMail groups can only be seen by the user that created them, while Club Folder groups can be seen by all Level 4+ users in the club.**

**Pmail Groups**

Create a new Pmail group from selected members...

Group Name: Hollywood Stars Group

Group Type: Personal Folder

Members: Suddarth, Gayla Bell; Aniston, Jennifer; Cruise, Tom

Cancel Save

5. Next time you select to compose a PMail, you can click on the **Use Selected Group** button. Select the folder in which you saved your PMail group, then select that group to PMail.

**Pick Group To Email** ✕

Select the group type, then select the radio button next to the group you want to use. Click the "Use Selected Group" button at the bottom to use the group.

Group Type:

Add/Replace:  Select "Replace" to replace the current TO List. Select "Add", to add to the TO list already defined

2 Personal distribution group(s) found

	Personal Distribution Group	Modified	List Size
<input checked="" type="radio"/>	Gaylas Group 2	02/25/16 07:56 PM	5
<input type="radio"/>	Hollywood Three	02/25/16 08:11 PM	3