Rotary – D7630 – DaC – How To……..

How to Pmail a Committee

- **On your Main Horizontal Menu click:**

  Committees

- **Find the Committee you want to Pmail.**
- **Click [View].**
- **Scroll down to review the names in the Committee to be sure who is included.**
- **Check mark to the left of a name means that there is an email address for that member.**
- **If there is no check mark, that person will not receive the Pmail.**
- **Click [PMAIL] – above the list on the upper right.**
- **Review the list of templates and select one that meets your needs.**
- **Use Template # 01 to create your own message.**
  - ➤ **Edit the subject line**
  - ➤ **Delete the irrelevant text in the template**
  - ➤ **Insert or create your message**
  - ➤ **Edit the signature line as desired**
  - ➤ **[Browse] to attach any files**
  - ➤ **Proof the message**
  - ➤ **Click [Send Message]**

- **A summary of the message sent and to whom it was sent will appear for your review.**
- **You will receive a copy of this message that shows to whom it was sent.**
- **You will receive a notice of any Pmails that bounced or indications that a person was "Out of the Office". Industry rule of thumb is that 10% of emails will bounce. If every Rotarian keeps their DaC record up to date bounces should = 0; and you will only received "Out of Office" responses…and that person will see the email when they next access their email account.**
- **Click [Close] when done reviewing.**
- **Log-Out (Upper Right)**

> **People Resist Change:**
> After you Pmail a Committee 2 or 3 times the entire process (after you have finalized the content off line) should take less than 3 minutes☺.

> **Expecting a Response??**
> Over many years my experience has been that most Rotarians will view email during normal business hours…expecting a short term response or a weekend response may not be a reasonable expectation. Do not let this be a frustration.

Notes:

1. **PMail is sent in HTML Format.**
2. **For longer messages I suggest that you create, proof, and save the content of the message in an MSWord.doc or in whatever software you may be using.**
3. **You can then easily copy and paste the specific message contents into the PMail.**
4. **When using attachments be aware that today some company servers will block emails with attachments and the recipient will not receive the email; and you will not know. There is nothing you can do about this. Some may eventually tell you they did not receive a message that others did receive. Then we can try to figure out why that happened.**
5. **Do suggest that any attachment be a PDF file as that would work best for the largest percentage of those who will receive the message. If you cannot convert to PDF attach the file as MSWord, or some other file format that is common to most users.**
6. **I can help convert to PDF if sent the original file. Please be sure email message to me has the Subject line as: Rotary – PDF Convert – (your club name).**
7. **I will not send the Pmail for you. DaC enables you to do this on your own. I can help you learn the process if asked.**

Suggest that you print this for future reference