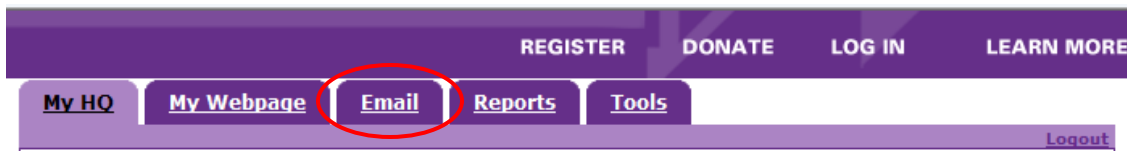


E-mailing your personal Web page to friends and family

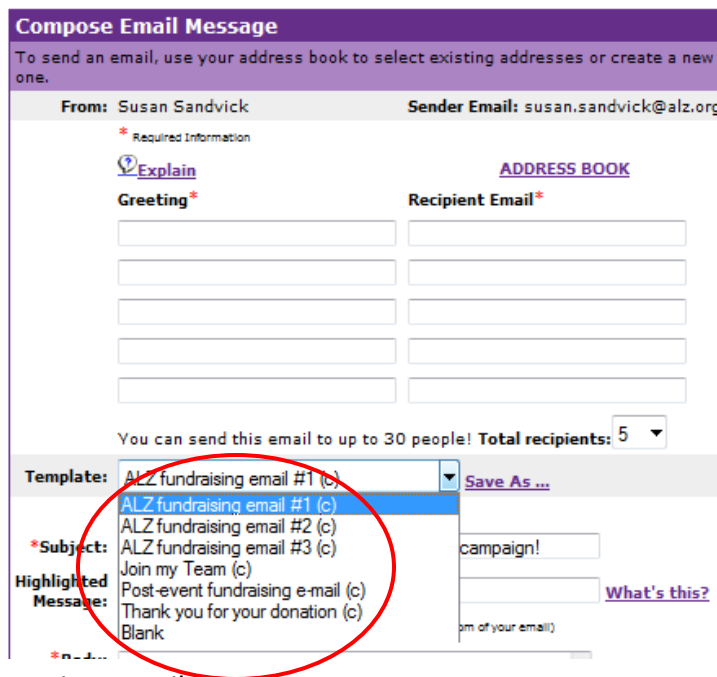
By using the email section of your HQ you can email friends and family requesting donations or you can build your team by asking people to register to walk with you. The email message will automatically include a direct link to your personal Web page where people can easily donate to your fundraising efforts or join your team.

Sending e-mails in six easy steps:

1. Login to your HQ and click the "Email" tab.



2. Enter a greeting, for example: Julie, Dear Julie, Mr. and Mrs. Jones, Hello Julie.
3. Enter an email address in the "Recipient Email" field or click "address book" to select an email address from your records. (Directions on how to build your address book are below.)
4. Select an email template from the "Template" drop down box. There are several template choices and a blank e-mail that you may customize and save for future use.

A screenshot of the 'Compose Email Message' form. The form is purple and white. At the top, it says 'Compose Email Message' and 'To send an email, use your address book to select existing addresses or create a new one.' Below this, there are fields for 'From: Susan Sandvick' and 'Sender Email: susan.sandvick@alz.org'. There are also links for 'Explain' and 'ADDRESS BOOK'. The form has two main sections: 'Greeting*' and 'Recipient Email*'. Below these, there is a dropdown menu for 'Template' with a list of options: 'ALZ fundraising email #1 (c)', 'ALZ fundraising email #2 (c)', 'ALZ fundraising email #3 (c)', 'Join my Team (c)', 'Post-event fundraising e-mail (c)', 'Thank you for your donation (c)', and 'Blank'. The 'Template' dropdown menu is circled in red. There is also a 'Total recipients: 5' dropdown menu and a 'Save As ...' button.

5. Preview email.
6. Send email.

Remember: a link to your personal Web page will automatically be included at the bottom of all your e-mail messages.

Your Address Book

You can add build your address book by adding addresses one at a time or by importing contacts from a data file.

To add contacts one at a time:

1. Login to your HQ and click the “Email” tab.
2. Click “Address Book.”
3. Click “Add New.”
4. Enter first, last name and email address, then click “submit” if you are finished or click “submit and new” if you need to add another contact.

To import contacts:

1. Export contacts from your e-mail program to a comma separated values, or CSV, file (.csv). Save this file to your desktop for easy retrieval.
2. Login to your HQ and click the “Email” tab.
3. Click “Address Book Import” underneath the “Email” tab.



4. Select the type of data file you are importing from the “Where is the data coming from” selection box.
5. Select the file to import.
6. Verify the fields are imported into the correct corresponding field.

Email History Log

You can review your sent emails by accessing your email history log.

1. Login to your HQ and click the “Email” tab.
2. Click “Email History Log” under the “Email” tab.
3. The screen will now show who you have emailed and how they have responded.
4. To re-send emails to individuals, check the box next to their names and click the link at the bottom.

Facebook or Twitter

Update your Facebook and Twitter status from the Walk to End Alzheimer’s websites by logging into you Walk page> go to **My HQ**> Go to the **Email Tab**> Click on **Facebook or Twitter**

