Mailing to a member

When you look at the Membership List you will see the envelope ✉ in the right of the membership details row. When you click on this envelope it will open a mail window for you to write the e-mail message add an attachment.

Only members of your group that have made their e-mail addresses visible to other members will have the envelope displayed.

Mr Berrisford, Bronson	12 Apr 2010	0123 789342 Bronson.Berrisford@activityforum.co.uk	✉
Mrs Bessant, Anthony John	05 Apr 2010	anthony@activityforum.co.uk	✉

If you wish to make your own e-mail address visible to other members go to MY in the top right hand corner and then to Security Setting on the left.

Follow the instructions to set your visibility.