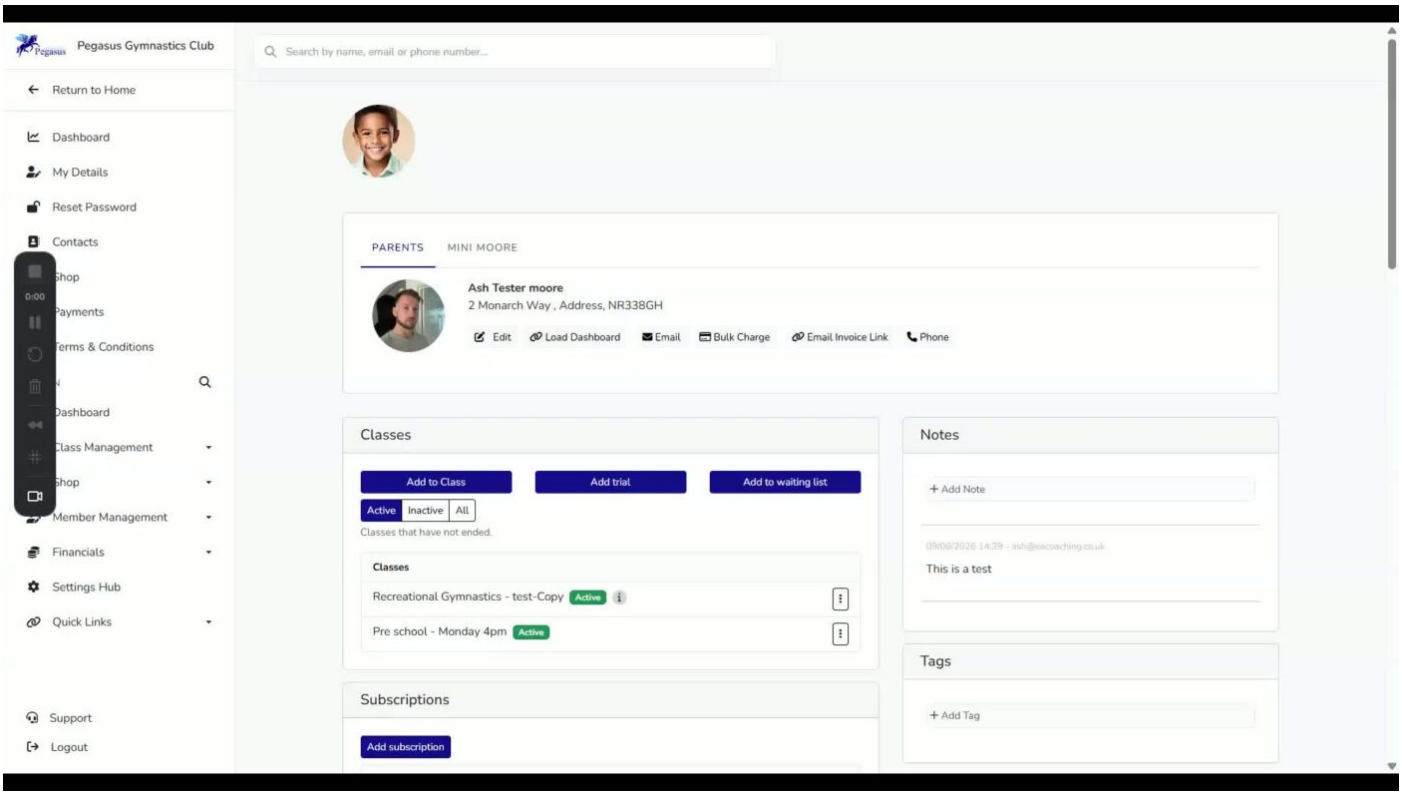
Email a Member from Profile Area

Student Profile · https://a2bmanager.com/docs/email-a-member-from-profile-area/

Embedded media: https://www.loom.com/embed/77ae92a1c01042fbb66054626f9c790e

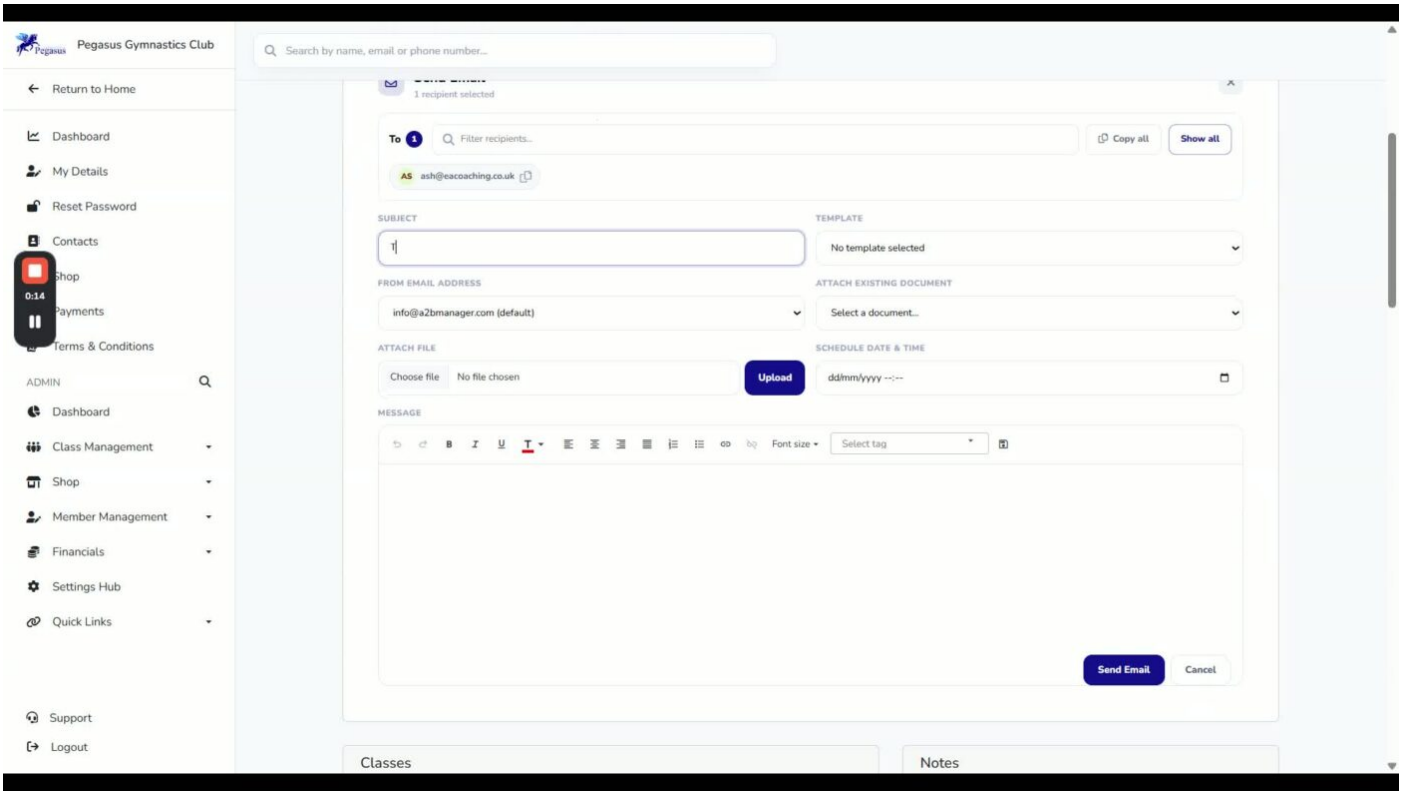
How to Email a Member from the Profile Area

1. Open the email composer from the member profile 0:00



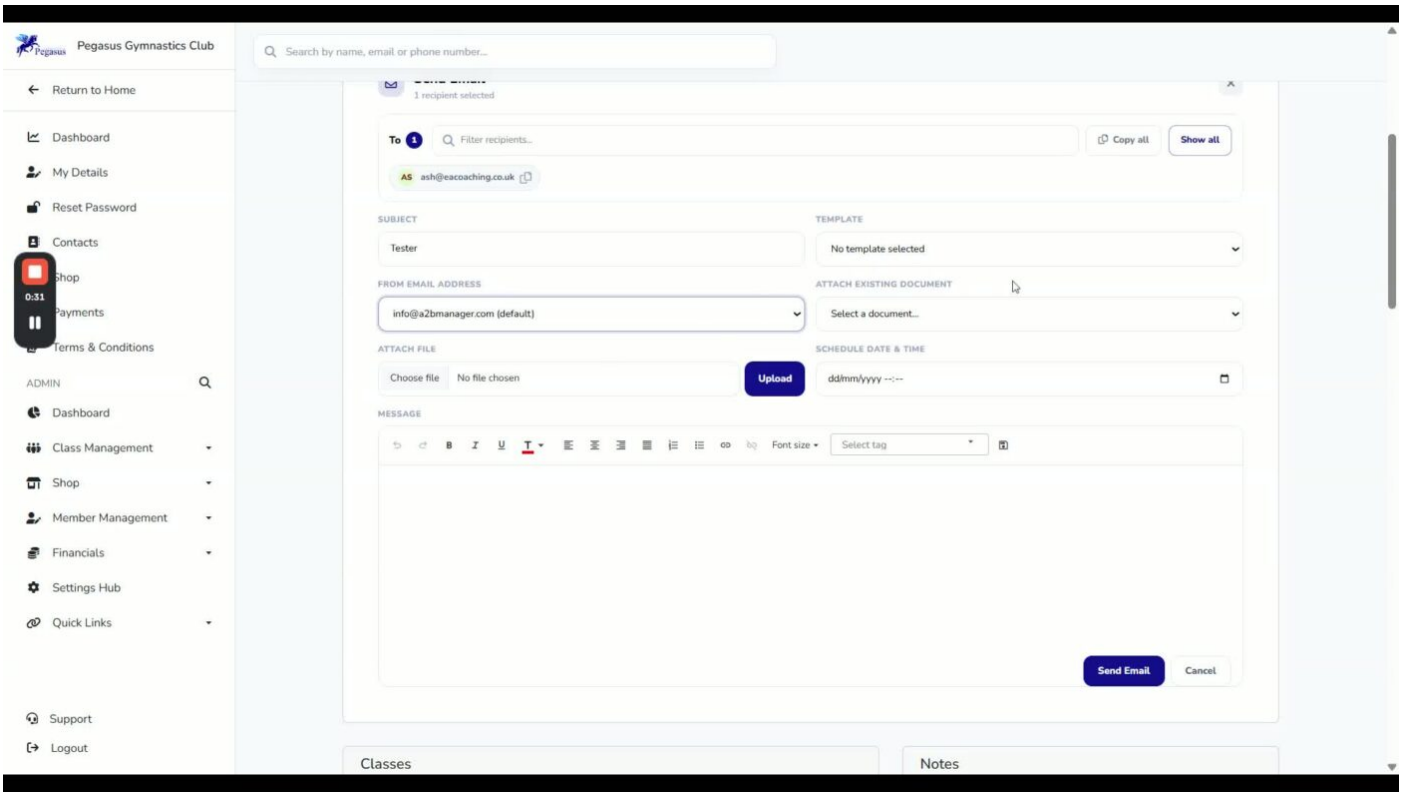
- Go to the member's **Profile** area.
- Click **Email**.
- A pop-up window will appear where you can create the message.

2. Build and customize the email 0:15



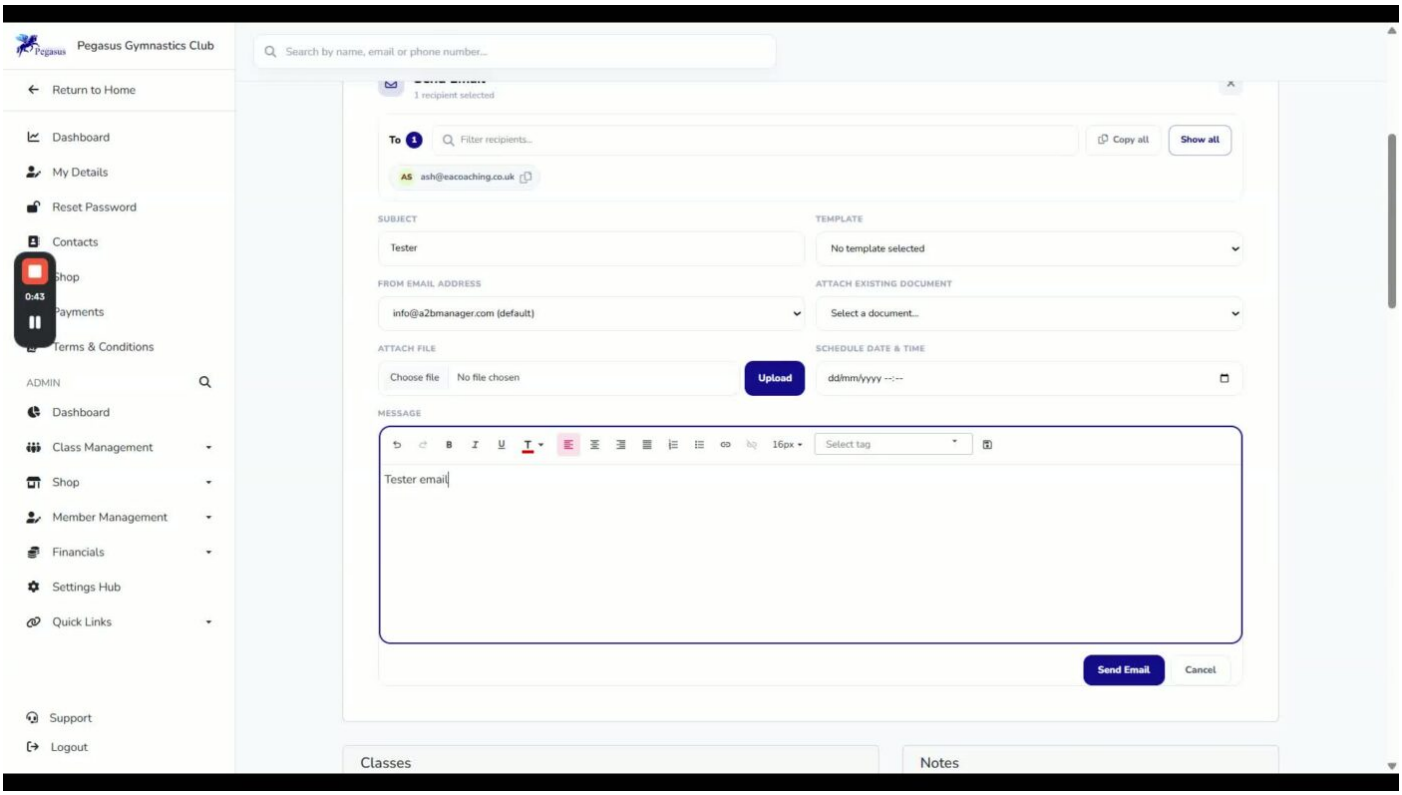
- Enter the email content.
- If available, choose a **pre-loaded template** from the system.
- Select the appropriate **sender** if your organization uses multiple senders or default sender options.

3. Add attachments or schedule the email 0:30



- Attach an existing document or file if needed.
- If you do not want to send immediately, set a **scheduled date and time** for delivery.

4. Send the email 0:41



- Review the email details.
- Click **Send Email**.
- Confirm that the message was successfully sent to the member.