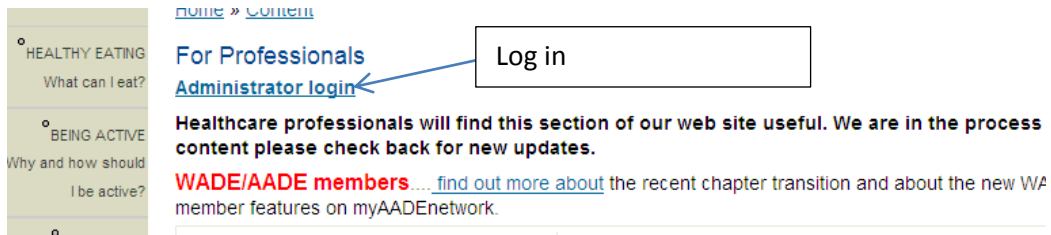
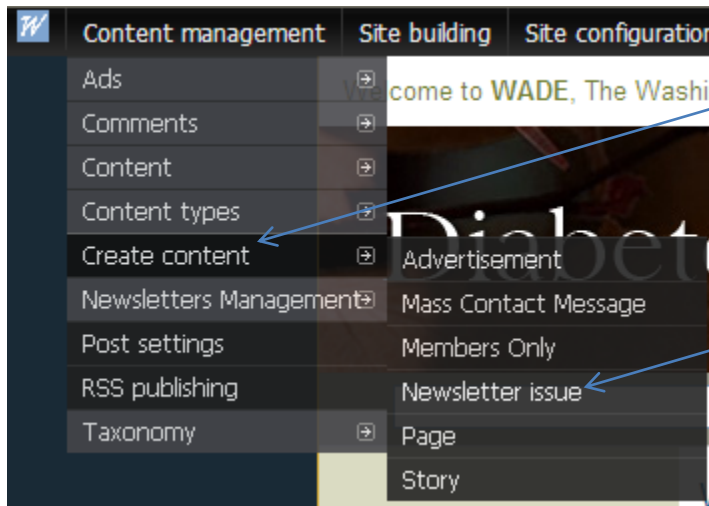


# How to send a Broadcast Email



1. After logging in you will see several menu option at the top of your screen Go to “Content management” from the drop down menu select “Create content” from the slide out menu select “Newsletter issue” (Please note this not actually a WADE newsletter)



2. Select “WADE announcements”

BEING ACTIVE  
Why and how should I be active?

MONITORING  
Why do I need a monitor and how do I use the results?

TAKING MEDICATIONS  
What are my options for medication?

PROBLEM SOLVING  
How do I deal with problems that may occur such as illness, travel, or hypoglycemia?

REDUCING RISKS

Add this newsletter issue to a newsletter by selecting a newsletter from the select list. To send this newsletter issue, first save the node, then use the "Newsletter" tab.

Set default send options at [Administer > Site configuration > Simplenews > Newsletter](#).

Set newsletter specific options at [Administer > Content management > Newsletters > Newsletters](#).

**Title: \***

Waide Annual Meeting is only a few days away

Type title here

**Newsletter: \***

- Please choose -

- Please choose -

Testing Newsletter

WADE Announcements

**Body:**

Show summary in full view

Source

Format

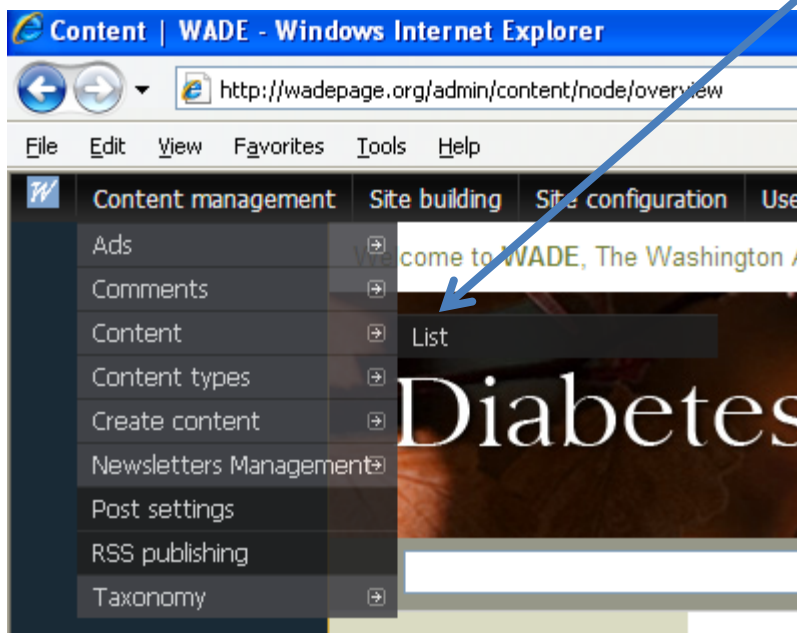
B I U abc x<sub>2</sub> x<sup>2</sup>

Type or paste message here

After entering your message save the announcement (the save button is at the bottom of the page) THIS WILL NOT SEND THE ANOUNCEMENT OUT But will post it under past announcements on the home page

Save Preview

3. To send the announcement out go to Content management click on “list” from the slide out menu from “Content”



To find your announcement the most recent saved announcement is at the top

- **Newsletter *TESTING* was deleted.**
- **Newsletter issue *TESTING* has been deleted.**

Show only items where

- **category** is **WADE Announcements**
- and where  status is published  type  category

is published

Advertisement  
Testing Newsletter

Update options

Publish

<input type="checkbox"/>	Title	Type	Author	Status	Operations
<input type="checkbox"/>	<a href="#">WADE annaul conference</a>	Newsletter issue	<a href="#">Webmaster</a>	published	<a href="#">edit</a>



4. Select the Newsletter tab

## WADE annaul conference

[View](#) [Activity log](#) [Edit](#) [Newsletter](#)

Submitted by [Webmaster](#) on Tue, 03/27/2012 - 10:39am [WADE Announcements](#)

Our 30<sup>th</sup> annual conference is only a few days away. If you have not registered and wish to do so please go to this link: <http://www.myaadenetwork.org/p/cm/ld/fid=396>

Handouts are ready for you to view on our website, go to: <http://wadepage.org/node/792> . If you wish to print the handouts make sure to have a plenty of paper, some of the presentations require more than 20 pages! Rather than printing please consider downloading the handouts to your computer. We will have printed copies for those who paid in advance and will have a few extras to sell at registration.

[Add new comment](#)

5. Select send newsletter, open email options select "html"

[Home](#) » [Content](#) » [WADE annaul conference](#)

## WADE annaul conference

[View](#) [Activity log](#) [Edit](#) [Newsletter](#)

▼ [Send newsletter](#)

### Send action:

- Send one test newsletter to the test address  
 Send newsletter

### Test email addresses:

Supply a comma-separated list of email addresses to be used as test addresses.

▼ [Email options](#)

### Email format:

We do not recommend setting priority or requesting a receipt

### Email priority:

Request receipt

Click on submit button to send the e mail announcement out (the email is sent out in batches of 50 and may take 1+ hours for all to receive it)