

# Liberation Network

## How to send an email through the website

As a Liberation Officer or Liberation Network Committee Member you can send emails to your Network's self-defined members and self-defined allies through the website via the messaging admin.

### Step 1: Login to the SUBU website and head to your Network area

Head to [subu.org.uk](http://subu.org.uk) and log in. Once logged in head to Page Admin across the top and select your Network admin tools

### Step 2: Head to the event section of admin tools



Messages

This messaging section allows you to send emails out to members whether it is about events you have coming up or a general update via a newsletter. You'll also be able to see any previous emails sent too.

### Step 3: Write your email

The next step is simply to fill in the details and press send. Below is further explanation on what each bit means.

- From** Make sure this is set to the Network email address
- Add Recipients** Here you can choose from sending to Self-Defined Members or allies
- Subject** This is the title of your email and is the first thing that people will see of your email so keep it short but sweet!
- Sending Time** You might not want to send your email straight away and so you can use this to schedule your email to send in the future

### Do not use Google campaign tracking or templates

- Message Text** The main body of your email goes here. You can use HTML coding to change the look of your email

As Officer/Committee you will have access to a Network Mail Chimp account where you will be able to make more graphic based emails and has a template for a Network newsletter. You can then send this through the website, just ask the Democracy & Campaign or Communications team to show you how!

When the message is complete you have the option to save as a draft and come back to it later to edit, send the email straight away (according to the sending time) or sending yourself a preview of the email which will go to the email you logged into the website with.