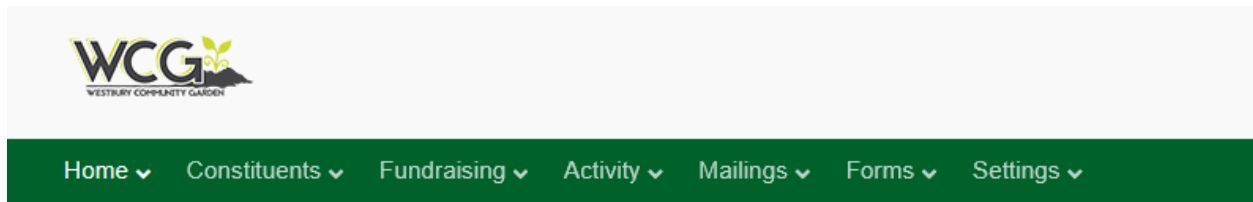


Sending Emails

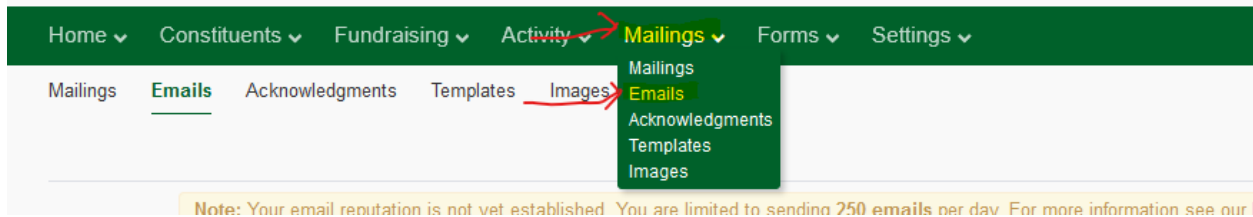
This example is for sending emails to all current gardeners. One feature is that you can include an image with your email. There is a section at the end, “Adding an Image” that explains how to upload your image to LGL and then include it in the email.

You need to log on to the Little Green Light web site before proceeding.

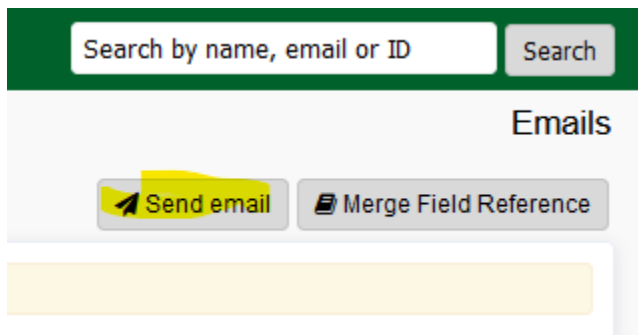
Go to <https://wcg.littlegreenlight.com/login> and enter your email and password. The top of the page will look like:



Main menu: Select Mailings, Emails



Upper right: Click Send Email, this opens dialog box 1: Build email list



Tab 1: Build Email List dialog

Build email list

Send email to 76 constituent/s.

▼ Add constituents to your email list

Search (76)	<input checked="" type="checkbox"/> Use search to add constituents to your email list in bulk.
	Send mail to constituents where <i>All of the following are true</i> * Groups includes any WCG Members Edit Add more criteria · Advanced options
Ind. Additions (0)	<input type="checkbox"/> Look up and add one or more individual constituents to your email list.
Ind. Removals (0)	<input type="checkbox"/> Look up and remove one or more individual constituents from your email list.

Note: It is not possible to alter exclusions for emails

- Enter search criteria
- Change the “Names” to “Group” and select “WCG Members”
- Click “Refresh Search”
- The box on the left shows how many names have been selected.
- Click Next at the top of the screen or click in the #2: Customize email.

Tab 2: Customize Email

1: Build email list → **2: Customize email** → 3: Email options → 4: Review & send

Customize email

Send email to 73 constituent/s.

Email template

-- no template --

From

Steve Goldberg <sgoldberg124@coi...>

Note: Only verified and approved LGL Team Members for your account may send email

Subject

Untitled

Email Content

🕒 ⌨️ 🖋️ 10pt 📏 ⌨️ ⌨️ ✂️ 📄 📄 Ix

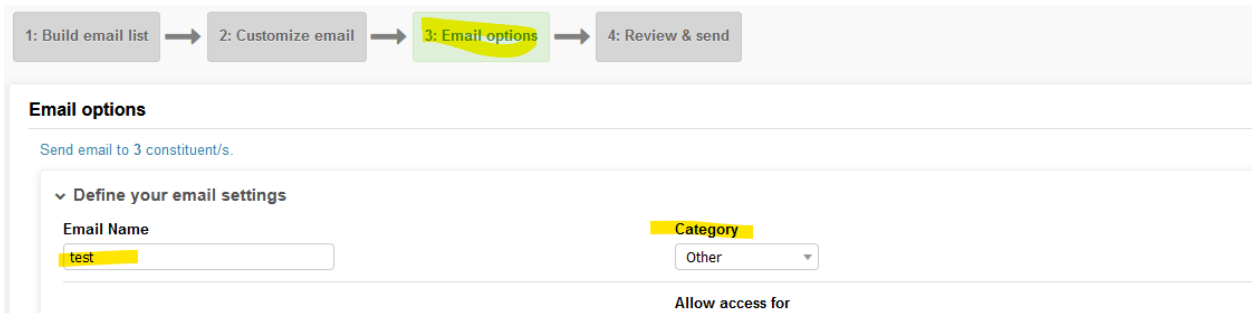
B *I* U ↶ ≡ ≡ ≡ ≡ ≡ ≡ ⏪ ⏩ 🔗 🗑️ 🖼️

Dear [[salutation]],

...Enter your email content here...

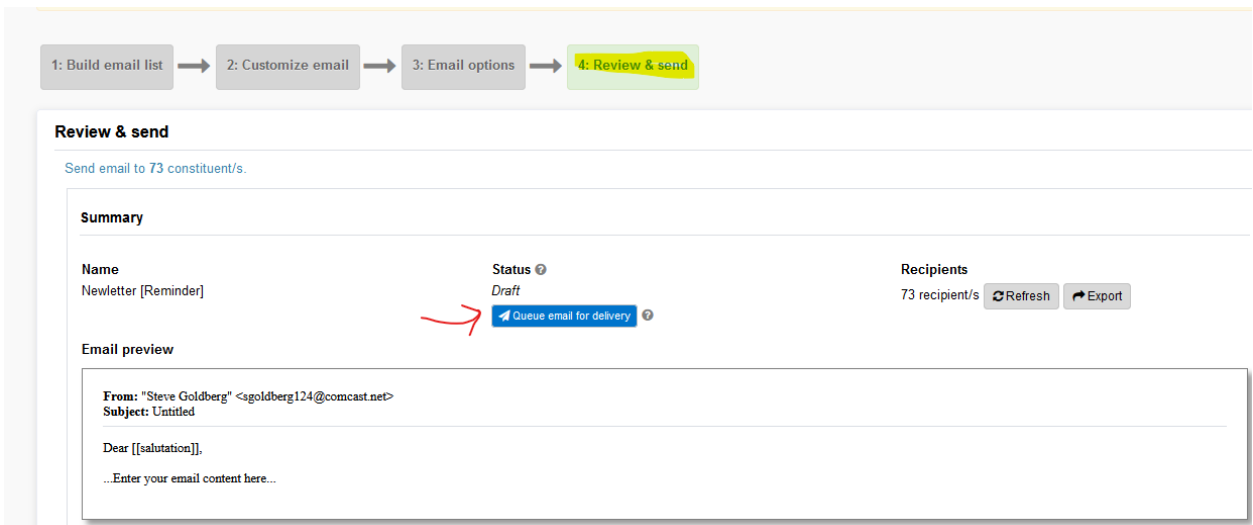
- f. Leave “Email template” to “—no template—” if you wish to type your email from scratch, or else select a template and then make changes to the template in your email message.
- g. Change “From” to your name
- h. Enter “Subject” for the email
- i. Enter text of email in big box, leaving [[salutation]] in that spot
- j. Click Next at the top of the page to go to #3: Email options

Tab 3: Email Options



- k. Enter “Email Name”
- l. Select Category, pick one
- m. Click Next at the top of the page to go to #4: Review & send

Tab 4: Review and Send



- n. Check over everything
- o. Click “Queue email for delivery”. At this point there is a 30 minute delay to allow you to change the email. This is the Status information .

Status ?

Queued

Remove from queue

Send now

Your email is queued to send on 2/25/22 at 11:08 AM

- p. Without waiting, click “Send now”. This will take several minutes, so be patient. Watch this area for Status updates.

Status ?

Re

Pending

4

4 r

Delivery is in progress and cannot be canceled. The length of time required to send email depends on how many emails are being sent.

- q.
- r. As emails are processed, the Status message box will change.
- s. Watch the “Status” information box change
- t. The Status box will update continuously as emails are sent out. If there is an issue that some cannot be delivered it will show that number that in the status box. You can click on any of the numbers for information about that number.

<i>Processed</i>	76
Delivered	74
Failed	2
Of 74 delivered:	
- Opened	44 (59%)
- Unopened	30
Of 2 failed:	
- Dropped	1
- Undeliverable	1

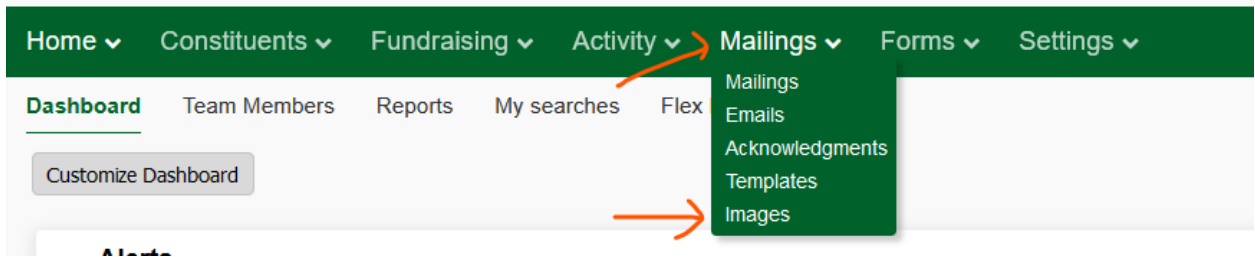
Sending an email is now complete.

Log off the LGL website. Main web page, upper right.

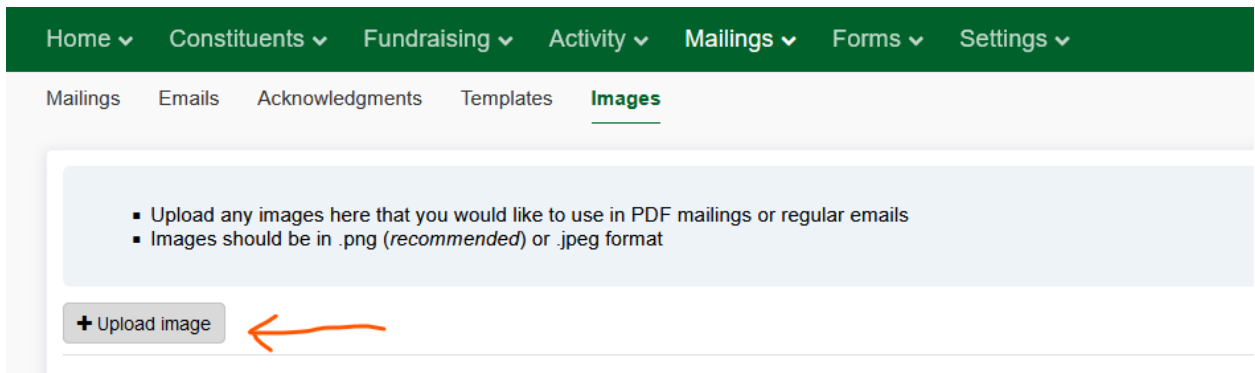
Adding an Image

LGL will allow you to add an image into your email. Here are the steps:

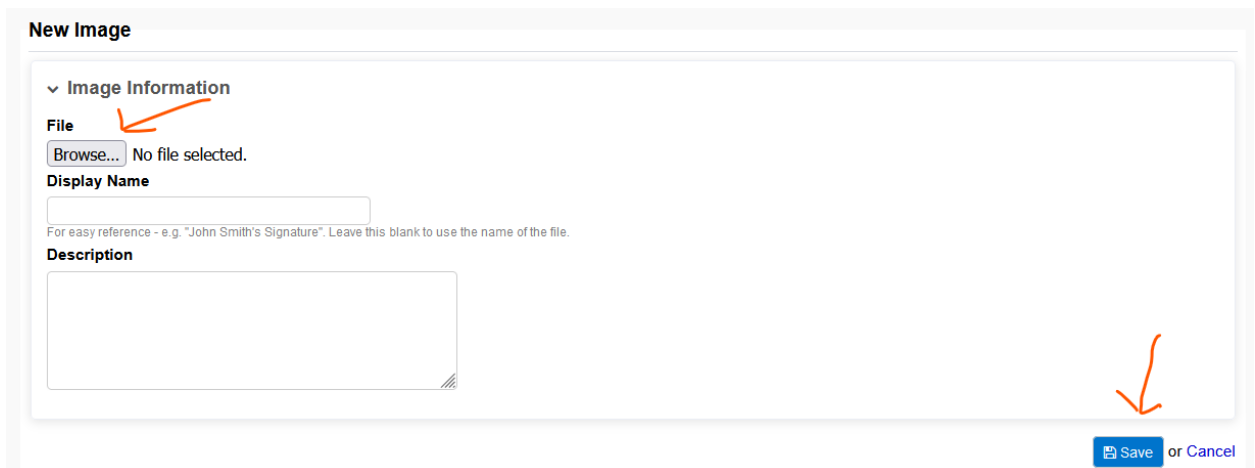
On the main menu, go to Mailings, Images.



This is the next screen. Click on “+ Upload image”.

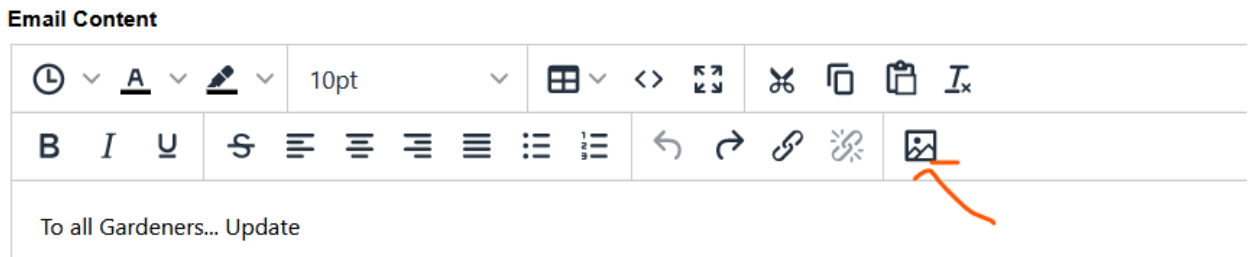


This is the screen to upload your image. Click “Browse” to locate the file on your computer. Give it a short name for displaying and optionally, a longer Description.



When finished click “Save”.

In the above step number 2: Customize Email, is the icon for adding an image.



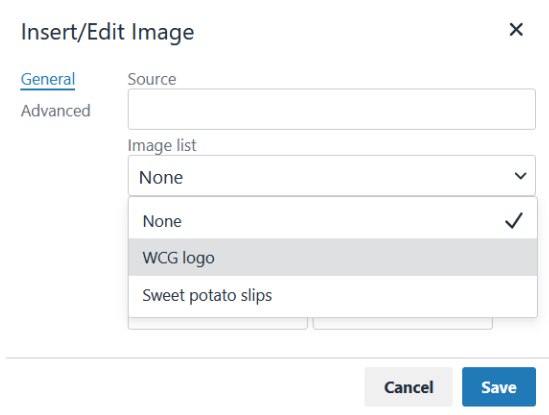
Click this to bring up the “Insert Image” window.

The image shows the "Insert/Edit Image" dialog box. It has a title bar with "Insert/Edit Image" and a close button (X). There are two tabs: "General" (selected) and "Advanced". The "General" tab contains the following fields:

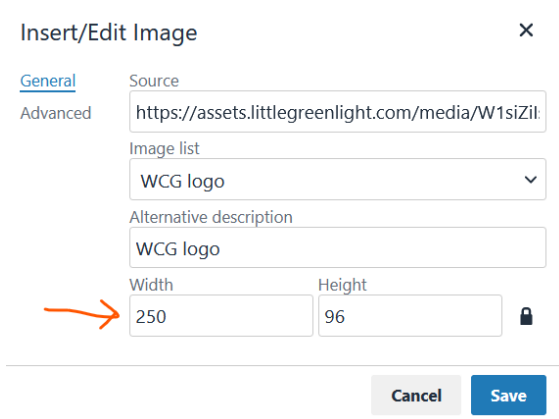
- Source: A text input field.
- Image list: A dropdown menu with "None" selected.
- Alternative description: A text input field.
- Width: A text input field.
- Height: A text input field with a lock icon to its right.

At the bottom of the dialog are two buttons: "Cancel" and "Save".

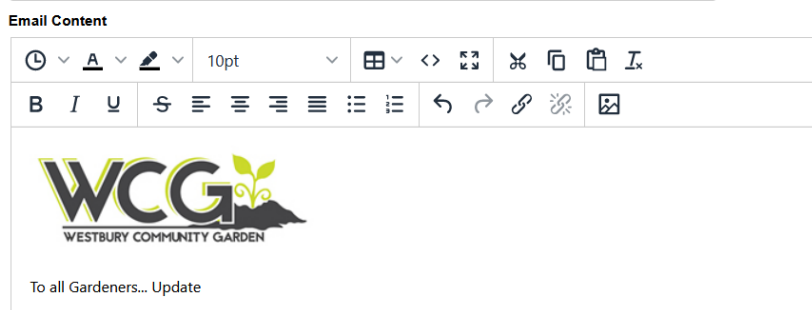
In the “Image list” box, press the down arrow and the image you just loaded will appear. Select that image and click Save.



When you click Save, it brings up another window that lets you adjust the size of the image.



Your image is now in your email, and will look like this.



This image can be anywhere in your email: at the beginning, the middle or the end of the email.

You may now continue with building your email.