

Select **To**, **CC** or **BCC**. To respect the privacy of volunteers, you will normally select **BCC**.

Emailing Volunteers

You can select volunteers by status and several other criteria.

The screenshot shows a web interface titled "Create a Message" for emailing volunteers. On the left, under "Email Volunteers", there is a "Select Recipients" section with a "Clear All" button, "Selected: 0", and a "Recipient Category" dropdown set to "BCC". Below this is a list of volunteers with checkboxes, including Cameron Ahokas, Peter Akeke, Donna Allen, Helena Allen, Melanie Allen, Ben Altman, Alan Amaral, and Maria Amaral. Further down are buttons for "Select All", "Select Active", and "Select Vincentians", along with search and selection filters. On the right, the "From" field is "shfpvolunteers@gmail.com", and there are fields for "Subject:" and "Message:". Below these are "Attachments" fields with "Add" and "Clear" buttons. A "Send" button is at the bottom right. A "Configure email account" link is in the top right corner.

Volunteers are listed in alphabetical order. You select individual volunteers by clicking the checkbox next to their name.

Finally, enter the email subject, text message, optionally add an attachment, and click the **Send** button.