HOW TO SEND EMAILS ON DEHUB
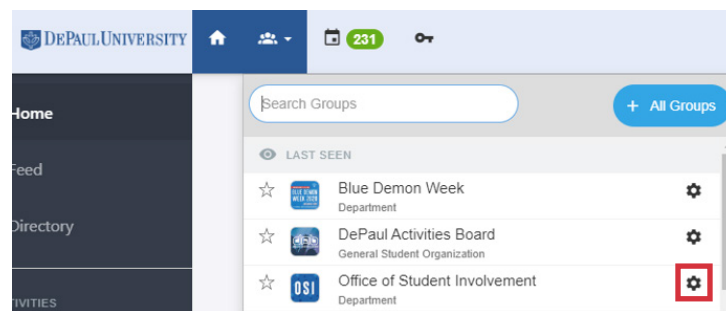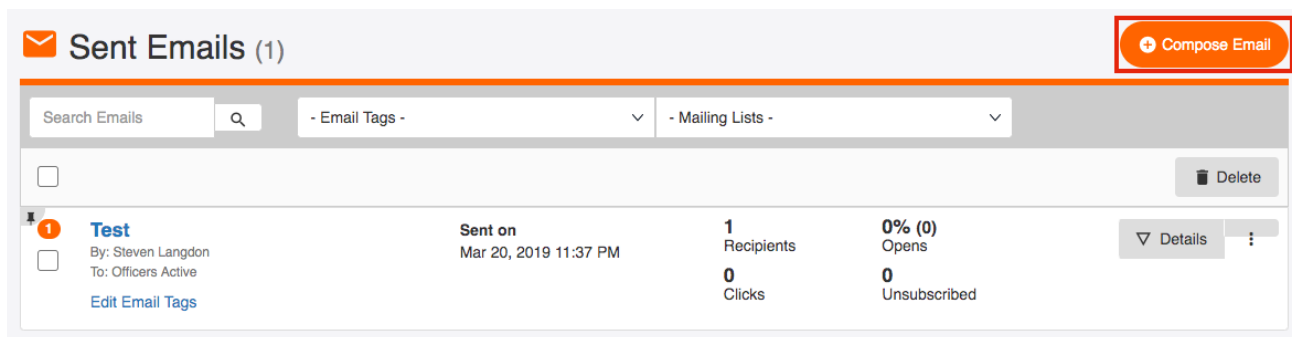
1 **Log in to DeHub**

2 **Manage your group**
a) Log in to DeHub
b) Click on the *Groups* icon on the top menu
c) Select the *Manage* icon on the right

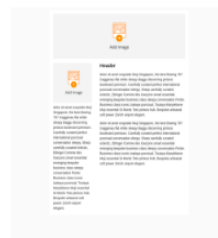**Go to *Emails* and *Compose Email*** **3**

4 Select the recipients and select *Compose email for selected groups*, then review your list of recipients.

4 **Choose an email template**

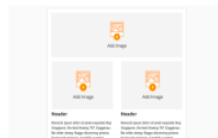1 column (basic template)   1:1 columns with left sidebar (basic template)   1:1 columns

5 Select an email template and begin to build your email.

1 Select recipients

MEMBERS (11)   CONTACTS (2)
Officers (9)   Past Members (0)
Full-Time (2)   Other Contacts (2)
Part-Time (2)   Officer   Current User   Alumni
Exchange (1)   TAGGED MEMBERS & CONTACTS (4)
Administrator/Staff (6)   Member Tags (1)
Non-school members (1)   Sub-Groups Tags (3)
                                      User Tags (14)

Compose email for selected groups

DePaul University
DIVISION OF STUDENT AFFAIRS
Office of Student Involvement