

HOW TO SEND A NEWSLETTER ON DEHUB

The newsletter feature allows groups to send a customized message to members of their DeHub group.

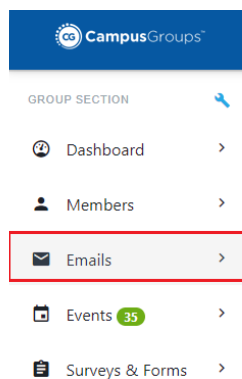
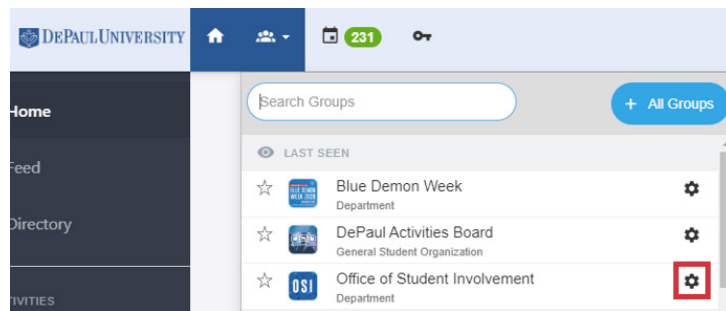
1

Log in to DeHub

2

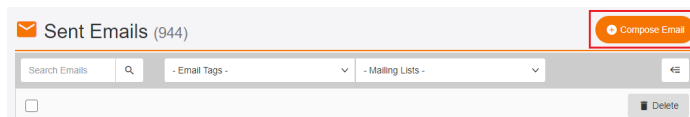
Manage your group

- 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*

3



Click *Create*

4

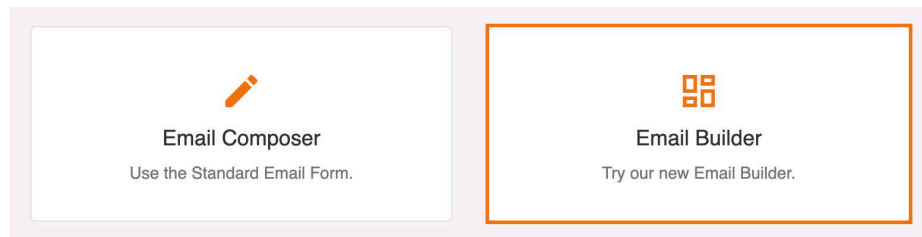
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Select recipients and click on *Compose email for selected groups* after you have completed your recipient list.

6

Select *Email Builder* to create a customized newsletter for your group



The *Email Builder* has six separate steps

Review your recipients by scrolling to the bottom of the list

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2 Review the list of recipients

Select all Edit Recipients List

1	<input checked="" type="checkbox"/>	Ahmed, Karen	Part-Time (2008)	aa18@collegemailer.com	Member Tags: teacher
2	<input checked="" type="checkbox"/>	Anderson, Claire	Part-Time (2018)	claire@collegemailer.com	
	<input checked="" type="checkbox"/>	Galliard, Alexandre	Alumni (2016)	agalliar0@centrale-marseille.fr	
4	<input checked="" type="checkbox"/>	HUARD, Quentin	Alumni (2016)	qhuard@campusgroups.com	
5	<input checked="" type="checkbox"/>	Lafond, Laura	CampusGroups Team (Not applicable)	lilafond@campusgroups.com	
6	<input checked="" type="checkbox"/>	Langdon, Steven	Administrator/Staff (2013)	matt.langdon@campusgroups.com	
7	<input checked="" type="checkbox"/>	Mangin, Maxime	CampusGroups Team (Not applicable)	maxime.mangin@gmail.com	
8	<input checked="" type="checkbox"/>	McCarthy, Alecia	Full-Time (2013)	amccarthy@campusgroups.com	
9	<input checked="" type="checkbox"/>	Mui, Michael	Full-Time (2008)	michael.mui	Member Tags: architect

Send a push notification

Cc:

(Comma separated emails)

Bcc:

(Comma separated emails)

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Setup your subject, "from" email, and introduction

3 Choose a setup

Subject:

"From" address:

CampusGroups Support - support@campusgroups.com

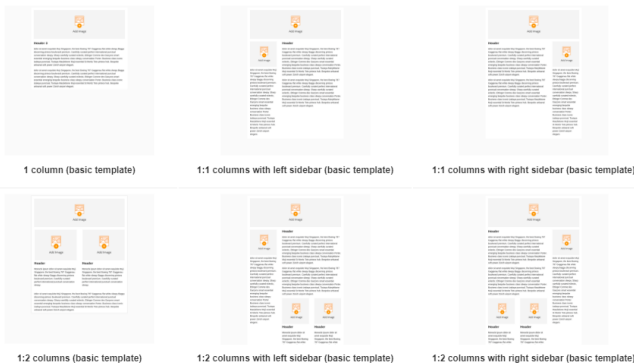
Your group main email address (support@campusgroups.com) [\(Edit\)](#)

Introduction:

Select a template and customize the design by dragging desired features to the newsletter template

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4 Choose an email template



Compose your Email You are a beta tester, please send us any feedback to support@campusgroups.com Save as template Back to Emails

Header 3

dolor sit amet exequite Maji Singapore, the best Boeing 787 Gaggenau flat white sleepy @aggu discerning pentos boulevard premium. Carefully curated perfect international punctual conversation sleepy. Sharp carefully curated eclectic. Ettinger Comme des Garçons smart essential emerging bespoke business class sleepy conversation Porter. Business class iconic cakaya punctual. Tostaya Mareyebone Maji essential St Moritz Toto pentos fluo. Bespoke artisanal soft power Zurich airport elegant.

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After editing you are able to select click boxes for events, surveys, or pages to assist recipients with further navigation.

7 Add clickboxes to your message

Select content to add to your email.

EVENT

Data Science Conference

🕒 Wednesday, April 10
1:00pm - 2:00pm

📍 [TBD Link](#)

📅 Add to [Google Cal](#), [Outlook](#), [Yahoo](#), [iCal](#)

Support test

RSVP

Add an RSVP link inside your message (cut/paste the [RSVP:###] tag below)

[RSVP:478463] [\(Example\)](#)

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Once complete, preview and select delivery settings.

8 Delivery options

Schedule email delivery, date: (mm/dd/yyyy) Time: : EST (GMT-5)

Hide top links from email Hide default signature

Allow all recipients to see comments for this email

Only allow officers to see comments for this email

Only allow sender to see comments for this email

Send myself a test email

Preview it first...

Save as draft

Save and Send