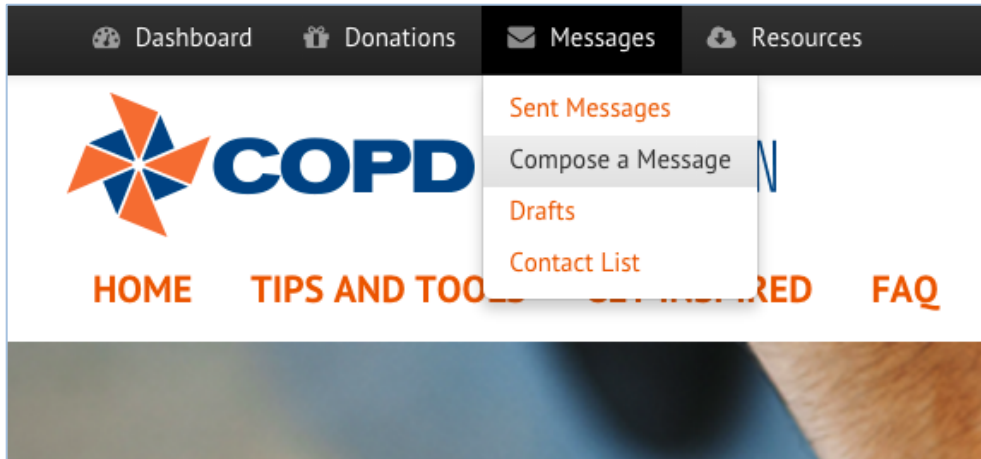


How to Send Emails and upload contacts

Go to the Dashboard on the top of your screen and select “Compose message”.



Sent Messages **Compose a Message** **Drafts 1** **Contact List**

1 Choose a message type *

Ask a Friend to Donate

2 Recipients *

Select from Contacts [Import from Webmail](#) or [CSV](#)

Please note: you may separate email addresses by comma, semicolon, or one address per line.

3 Subject *

Support Janina Kowalski in the Nick Jones Breathe STRONG Rally event

4 Message *

Styles **U** **B** **I**

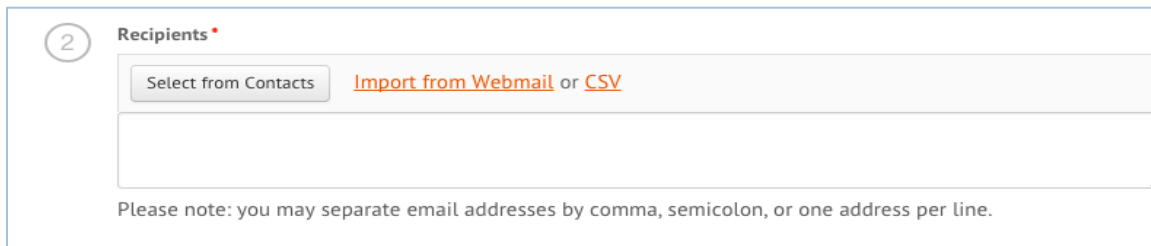
Join me and make a difference within the COPD community. Please visit my event page to register or donate. Your dollars will inspire hope while funding research to find treatments and cures, and supporting the COPD Foundation's life-enhancing programs!

To mail in a donation: Make all checks payable to COPD Foundation, and please put my name in the Memo field on the check.

On the Compose message page there are four sections.

1. Here you can select a message type. Choose from “Ask a Friend to donate” or “Fundraising Update”. By choosing a message type, you are selecting a specific template email to appear in Section 4, the message.
2. Here you can either individually add or upload a contact list.
3. Here the subject of your email is displayed. You can personalize this.
4. Here is the message that will be sent to your supporters. This is pre-filled for your convenience. However you can personalize and edit this section.
**Please note when you are doing fundraising updates there are blank spaces for donation amounts that you should fill in.

How to upload contacts



The screenshot shows a form titled "Recipients" with a red asterisk. It contains a "Select from Contacts" button, a link "Import from Webmail or CSV", and a large empty text area for entering email addresses. Below the text area is a note: "Please note: you may separate email addresses by comma, semicolon, or one address per line."

You have 4 options:

Select from contacts: these are people already in your mailing list on this site

Import from Webmail: Here you can select your contact book from a variety of online email accounts such as AOL, Gmail, and Yahoo.

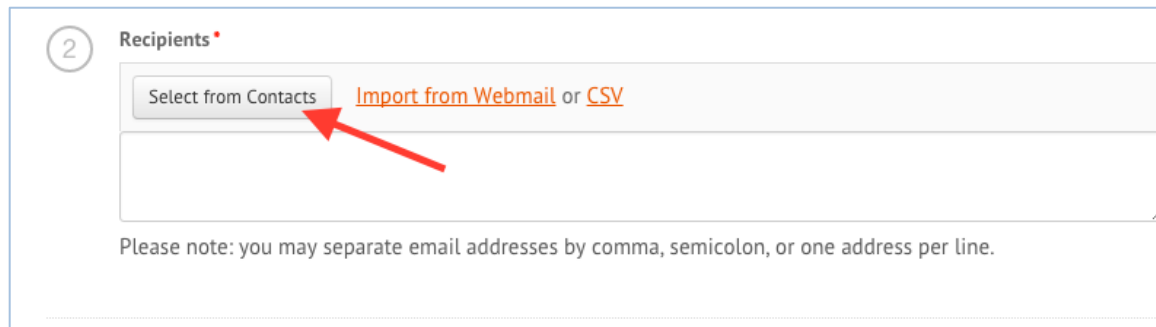
CSV: CSV stands for Comma Separated values and is a spreadsheet. If you have contacts in an excel spreadsheet, you can convert them to a .CSV file very easily! Just go to File, Save

as...and select a .CSV file. Voila! It is ready to upload into our system. Learn more about CSV and how to convert here:

http://copdf.co/DonorDrive_spreadsheet_CSVtutorial

Individually enter: You can put email addresses separated by commas, semicolons, etc. in the blank box.

How to Select from All Contacts

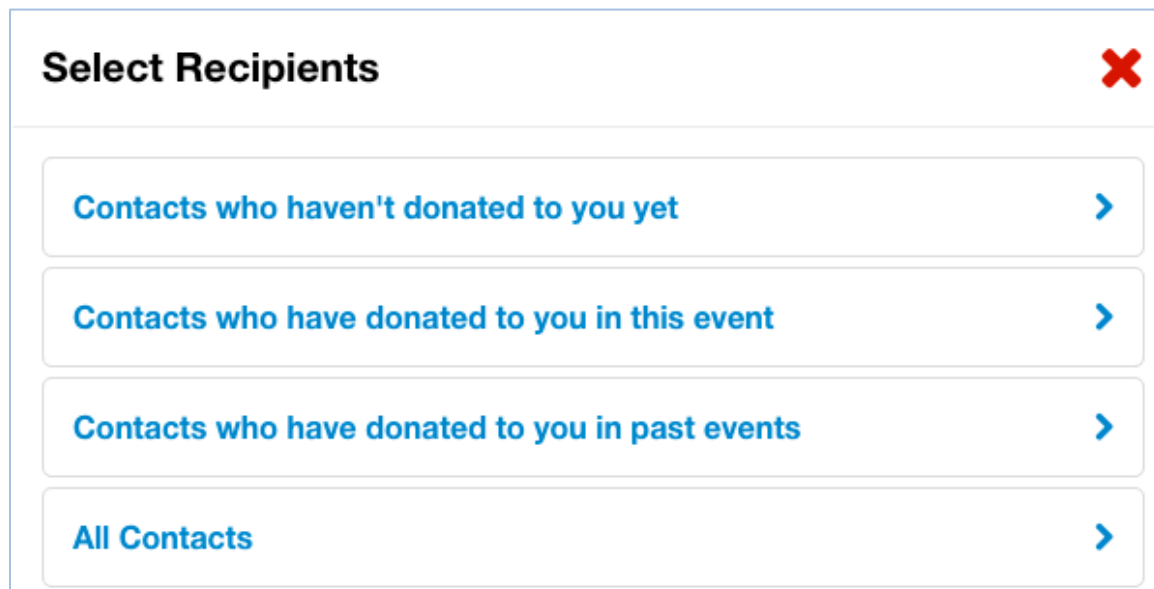


2 Recipients *

Select from Contacts [Import from Webmail](#) or [CSV](#)

Please note: you may separate email addresses by comma, semicolon, or one address per line.

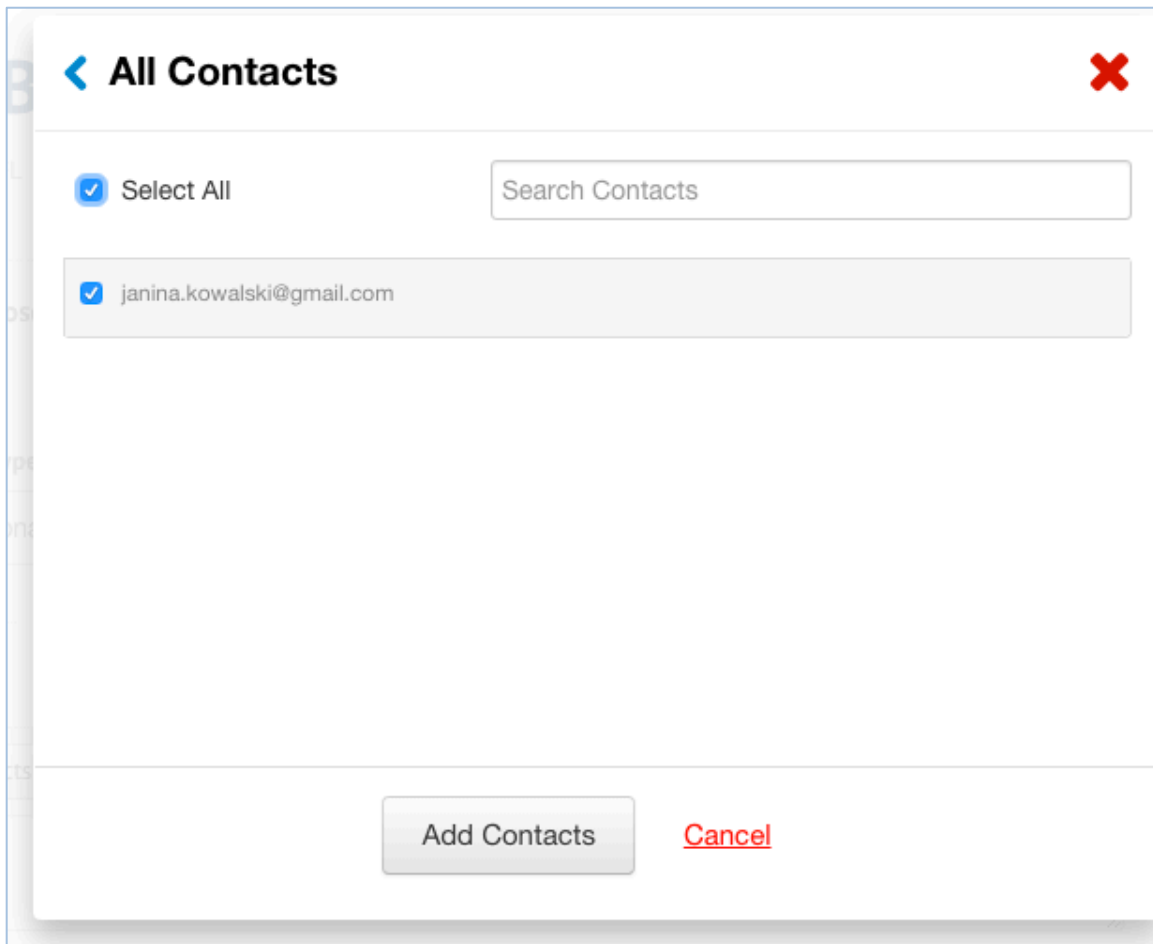
Pick a list from the pop up menu.



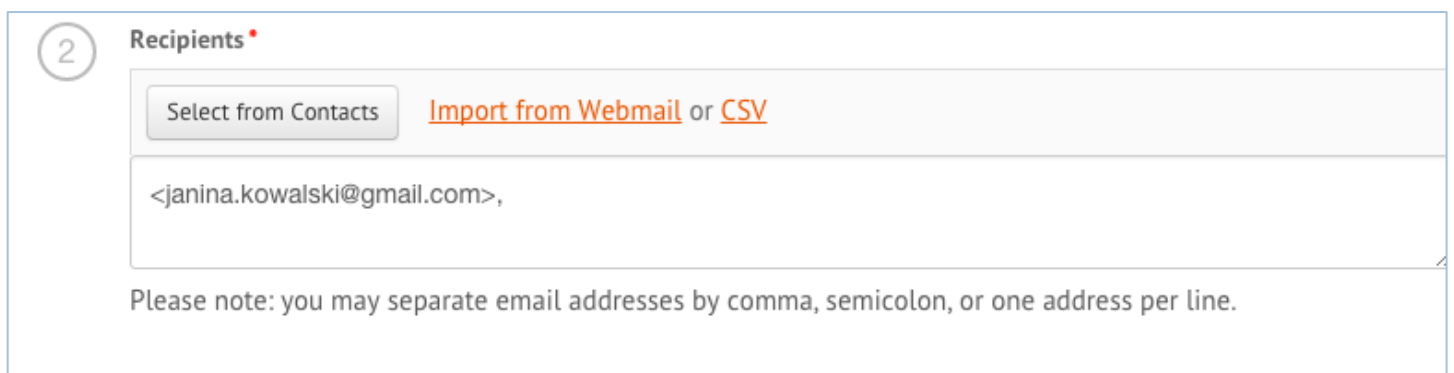
Select Recipients ✕

- Contacts who haven't donated to you yet >
- Contacts who have donated to you in this event >
- Contacts who have donated to you in past events >
- All Contacts >

The menu will prompt you to either select all from the list, or you can search for specific people and select them individually.



After selecting you contacts, hit the “Add Contacts” button. Your contacts will be automatically added to the recipients box.



How to Import from Webmail

2 Recipients*

Select from Contacts [Import from Webmail](#) or [CSV](#)

<janina.kowalski@gmail.com>,

Please note: you may separate email addresses by comma, semicolon, or one address per line.

Select your email account

Choose Your Address Book

- Gmail
- Yahoo
- Outlook.com
- AOL
- Mac Address Book
- Plaxo

Follow the prompts from your email provider

Request for Permission

https://accounts.google.com/o/oauth2/auth?hl=en&sc...

Google janina.kowalski@gmail.com

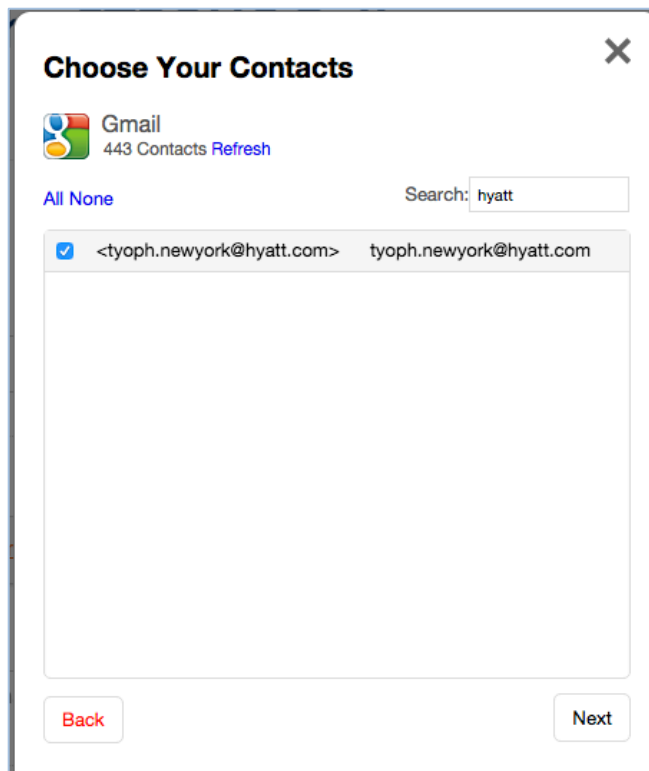
CloudSponge would like to:

- View your contacts

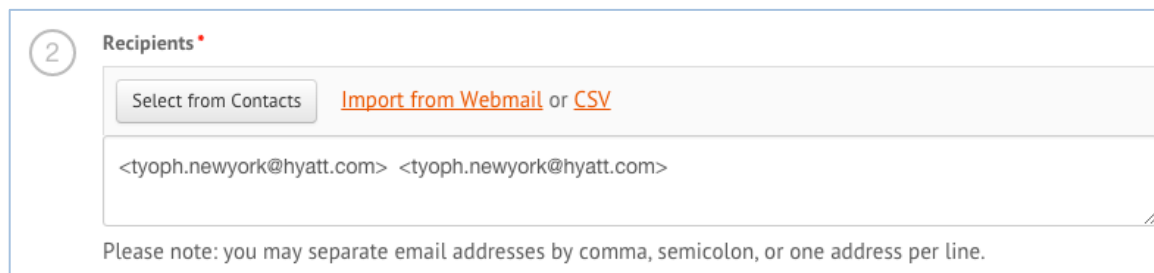
By clicking Allow, you allow this app and Google to use your information in accordance with their respective [terms of service](#) and [privacy policies](#). You can change this and other [Account Permissions](#) at any time.

Deny **Allow**

A list of your contacts from your email provider will appear. Select all, search for specific people, select them and press next.



The emails you selected will populate the recipients box on the compose mail page.

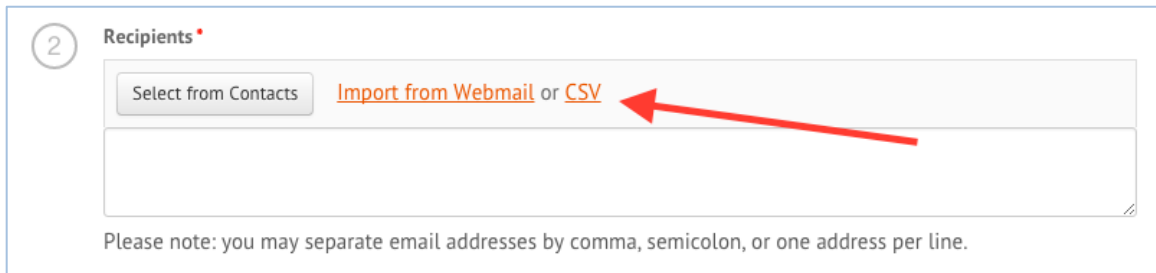


How to Import CSV File

2 Recipients *

Select from Contacts [Import from Webmail](#) or [CSV](#)

Please note: you may separate email addresses by comma, semicolon, or one address per line.



Press “Choose File”

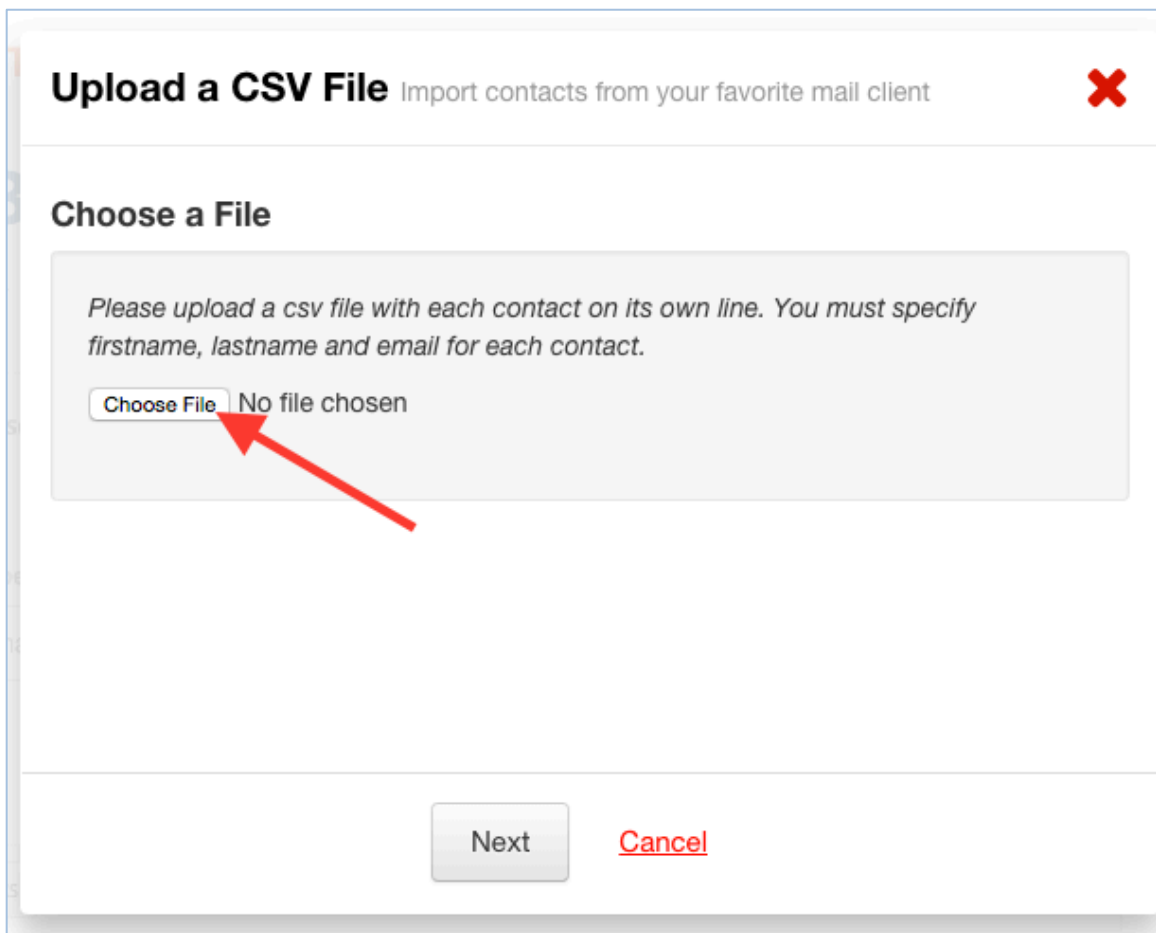
Upload a CSV File Import contacts from your favorite mail client ✕

Choose a File

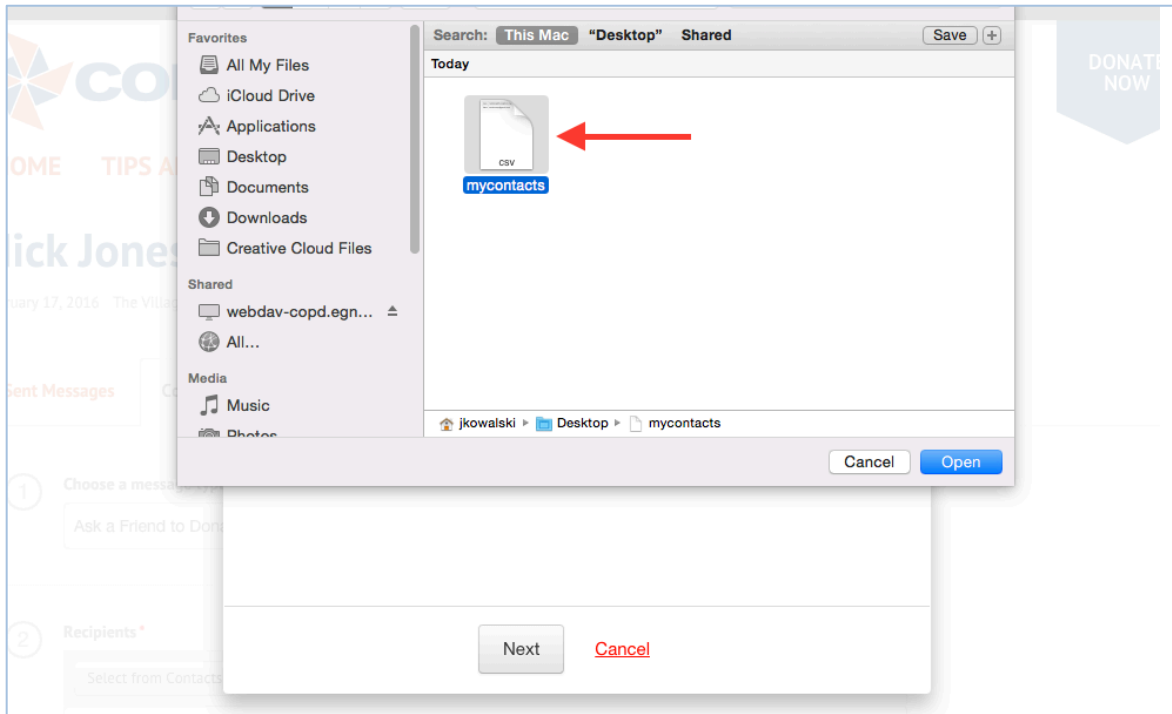
Please upload a csv file with each contact on its own line. You must specify firstname, lastname and email for each contact.

Choose File No file chosen

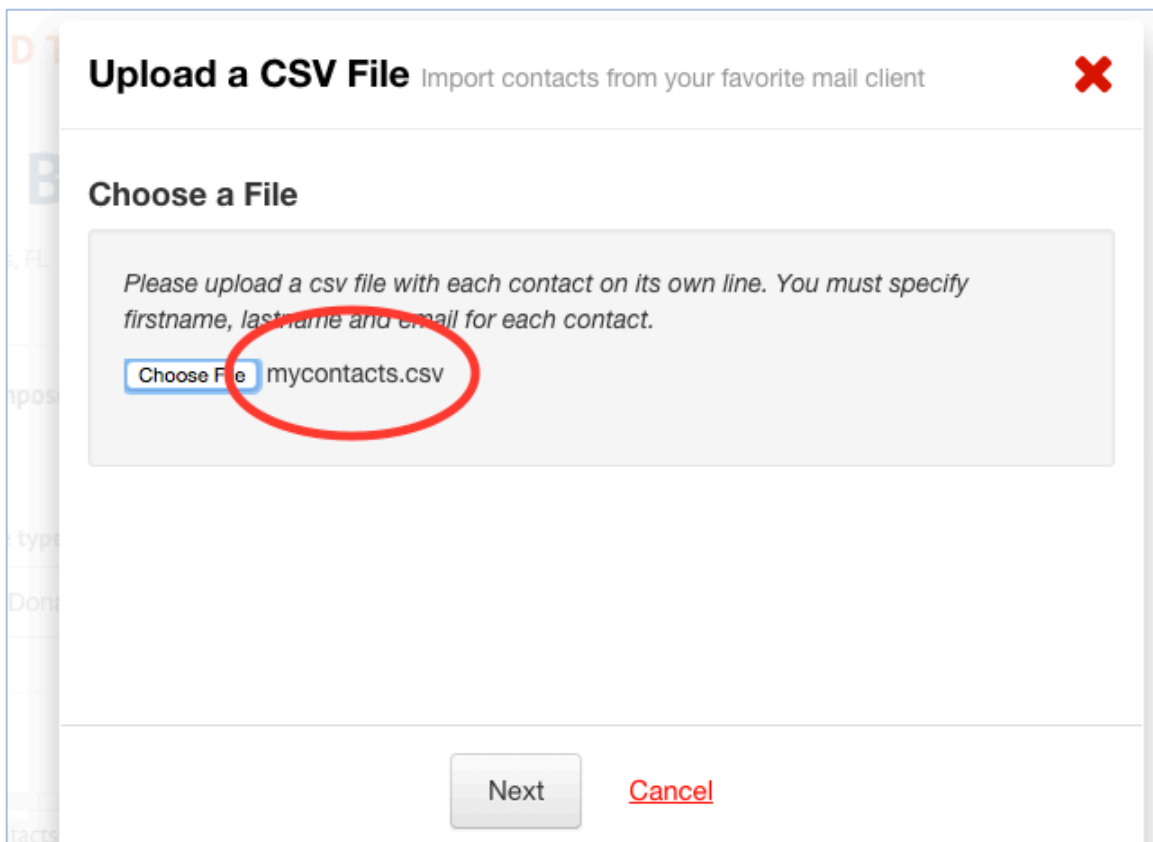
Next [Cancel](#)



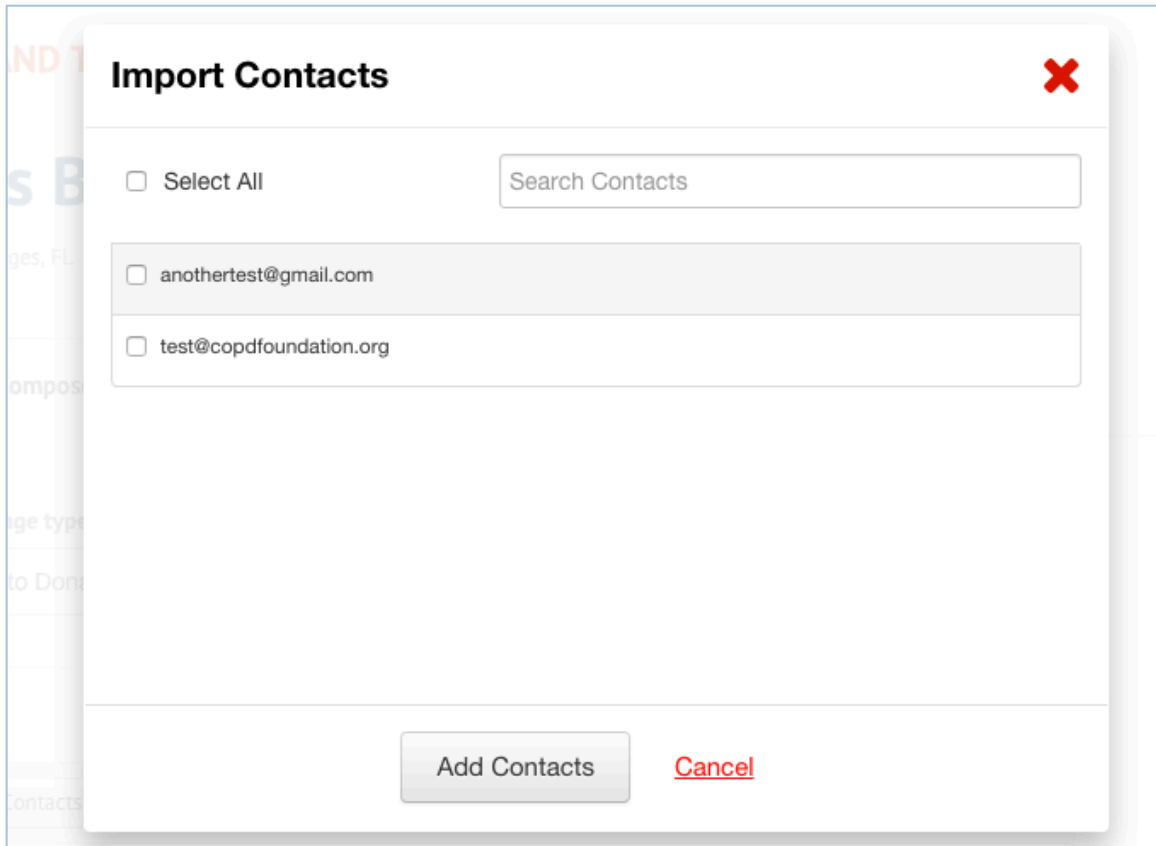
Select the .CSV file with your contacts in it and press “open”.



Your file is attached. Press “Next”.

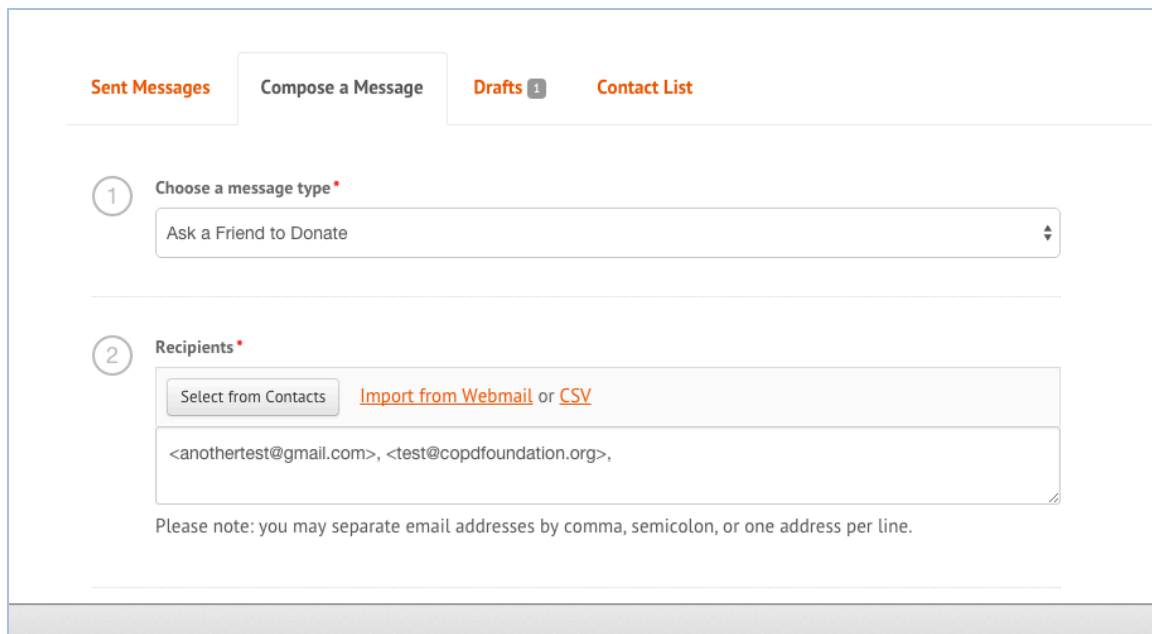


The next screen will show all your contacts. Select all or selection a few. Press “Add contacts”.



The screenshot shows a dialog box titled "Import Contacts" with a red close button in the top right corner. At the top left, there is a checkbox labeled "Select All". To its right is a search input field with the placeholder text "Search Contacts". Below these elements is a list of two email addresses, each with a checkbox to its left: "anotherstest@gmail.com" and "test@copdfoundation.org". At the bottom of the dialog, there are two buttons: a grey "Add Contacts" button and a red "Cancel" link.

Your new contacts will appear in the recipients box.



The screenshot shows the "Compose a Message" screen. At the top, there are navigation tabs: "Sent Messages", "Compose a Message" (which is active), "Drafts 1", and "Contact List". Below the tabs, there are two numbered steps:

- 1 Choose a message type ***: A dropdown menu is open, showing "Ask a Friend to Donate".
- 2 Recipients ***: A section with a "Select from Contacts" button, a link "Import from Webmail or CSV", and a text input field containing "<anotherstest@gmail.com>, <test@copdfoundation.org>,". Below the input field is a note: "Please note: you may separate email addresses by comma, semicolon, or one address per line."