

# CONNECT GROUP LEAD

## EMAIL INSTRUCTIONS

### How to access the connect group email (two options)

#### Option 1


- Open a browser and type the address [www.gsccl.net/email](http://www.gsccl.net/email)

#### Option 2

- Go to [www.gsccl.net](http://www.gsccl.net)
- On the top navigation bar hover over resources (far right) and click on GSCC Leaders and then click Connect Group Email
- Enter your user name and password (if you don't have a user name and password, please contact your staff lead).

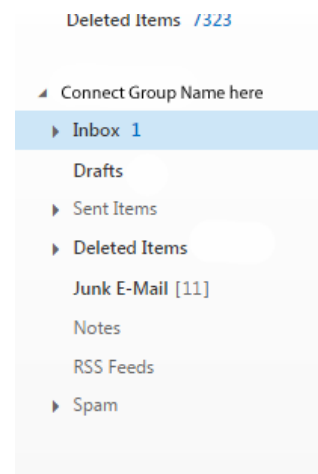
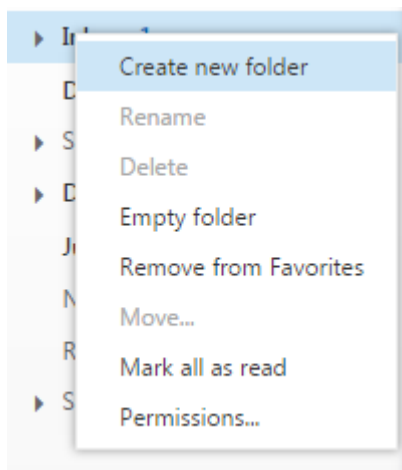
Please note: When answering an email, please be cautious. Do not click on any links unless you are expecting a link from someone. If the email name, or content raises a concern, please contact your staff lead before answering the email.

### Sending an email

- Click on  New mail
- Enter email address in the To: row. (You can send an email to multiple recipients by entering their email addresses and separating them with a semicolon. For example [abc@email.com](mailto:abc@email.com); xyz@email.com)
- Add subject
- Add message
- Click send

## Create a folder

- Right click on the Inbox on the left hand side of your screen →
- Select Create new folder ↓

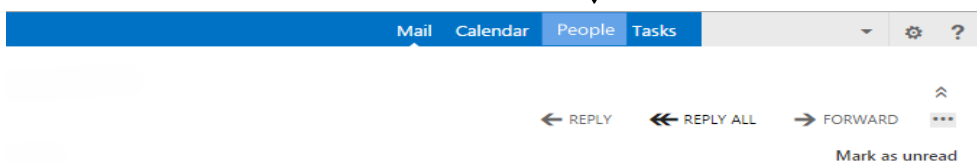



- Name your folder
- Hit enter

Once you have created a folder you can now drag and drop your email into the desired folder.

## Create a contact

- Click people at the top of your screen ↓



- Click on  New
- Choose Create Contact →
- Fill in contact information
- Click save

What would you like to do?

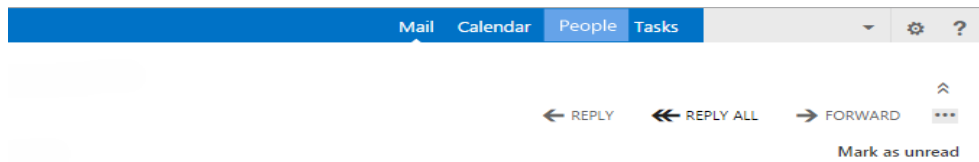
Create contact

Create group

Cancel

## Create a group

- Click people at the top of your screen ↓



What would you like to do?

Create contact

Create group

Cancel

- Click on **+ New**
- Choose Create group →
- Create Group name
- Click in member box and begin typing the name of the person you want to add to your group
- Click on the person's name
- Once you have all the contacts you want in your group click save

## Attach an attachment

- Click on "New mail"
- Click on "INSERT"
- Click Attachments
- Navigate to the attachment(s) you want to add. Select them and click "Open."

## How to add the e-mail account to your phone - instructions for on iPhone.

- Tap the Settings icon
- Select Mail, then Accounts, then Add Account
- Select Exchange
- Type in your e-mail address ([VisitationMinistry@gsc.net](mailto:VisitationMinistry@gsc.net)) and Password and click Next
- Click Save

# Set up a signature

John Doe

Volunteer Lead, ABC Ministry

[abcministry@gsc.net](mailto:abcministry@gsc.net)

Staff Contact: Jane Smith | [jsmith@gsc.net](mailto:jsmith@gsc.net) | 817-421-1387, ext. XXX

In order to add a signature to your e-mails, follow these steps:

- Click the Settings icon (upper right hand corner)
- Click “Options”
- Click “settings”
- Type desired signature in the email signature box
- Check the box for the option “Automatically include my signature on messages I send.”
- Click save