

Email Lists with Engagifii

9 Steps [View most recent version](#) 

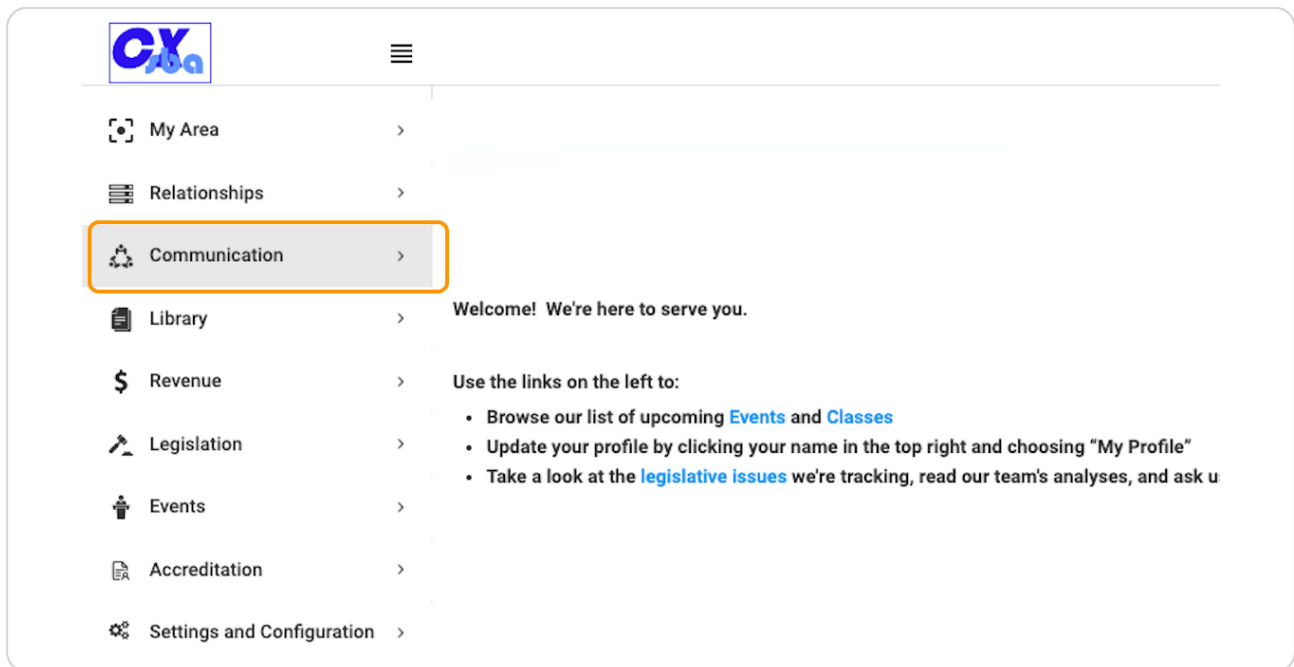
Created by
Engagifii Inc.

Creation Date
November 2, 2023

Last Updated
November 2, 2023

STEP 1

Click on Communication



The screenshot shows the CX SBA dashboard navigation menu. The 'Communication' option is highlighted with an orange border. The menu items are: My Area, Relationships, Communication, Library, Revenue, Legislation, Events, Accreditation, and Settings and Configuration. The right side of the dashboard displays a welcome message and instructions on how to use the dashboard.

My Area >

Relationships >

Communication >

Library >

Revenue >

Legislation >

Events >

Accreditation >

Settings and Configuration >

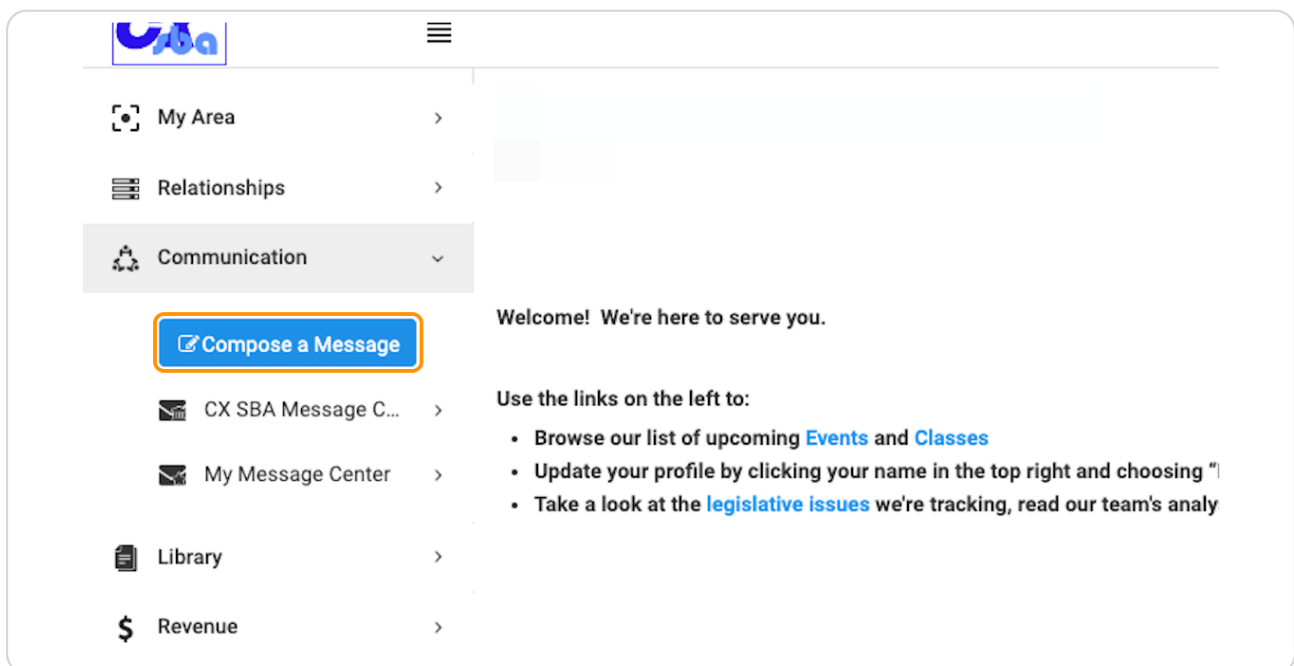
Welcome! We're here to serve you.

Use the links on the left to:

- Browse our list of upcoming [Events](#) and [Classes](#)
- Update your profile by clicking your name in the top right and choosing "My Profile"
- Take a look at the [legislative issues](#) we're tracking, read our team's analyses, and ask u

STEP 2

Click on Compose a Message



The screenshot shows the CX SBA dashboard navigation menu. The 'Communication' option is expanded, and the 'Compose a Message' button is highlighted with an orange border. The menu items are: My Area, Relationships, Communication, CX SBA Message C..., My Message Center, Library, and Revenue. The right side of the dashboard displays a welcome message and instructions on how to use the dashboard.

My Area >

Relationships >

Communication >

Compose a Message

CX SBA Message C... >

My Message Center >

Library >

Revenue >

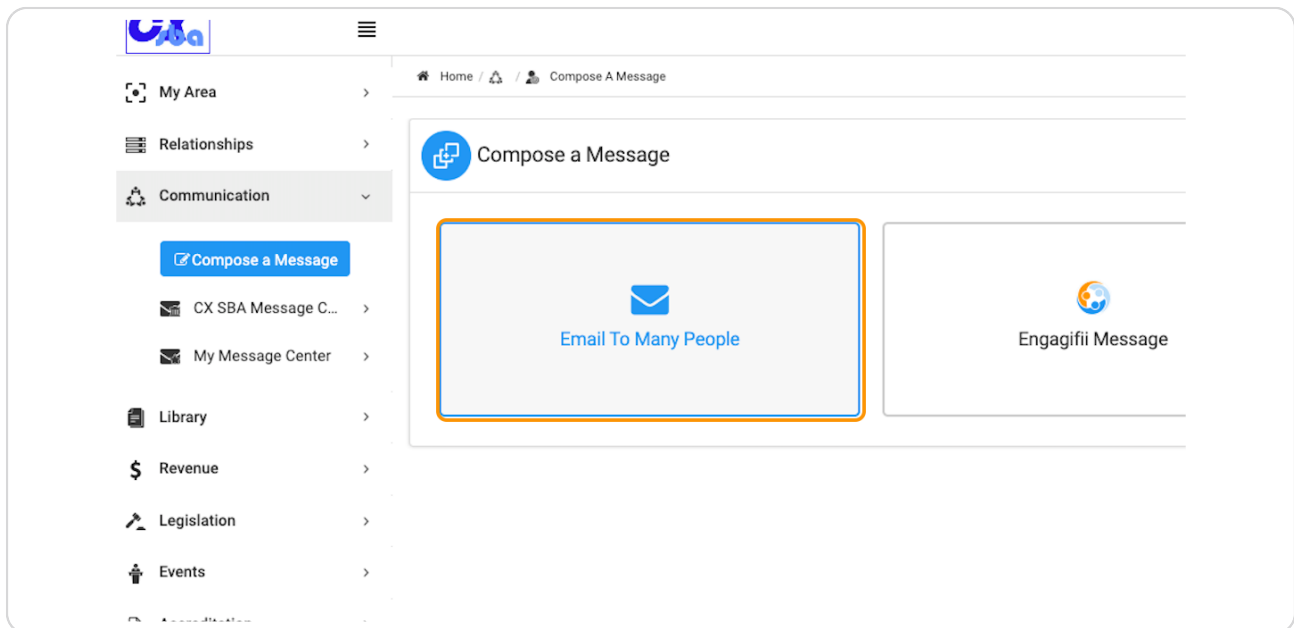
Welcome! We're here to serve you.

Use the links on the left to:

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- Update your profile by clicking your name in the top right and choosing "I
- Take a look at the [legislative issues](#) we're tracking, read our team's analy

STEP 3

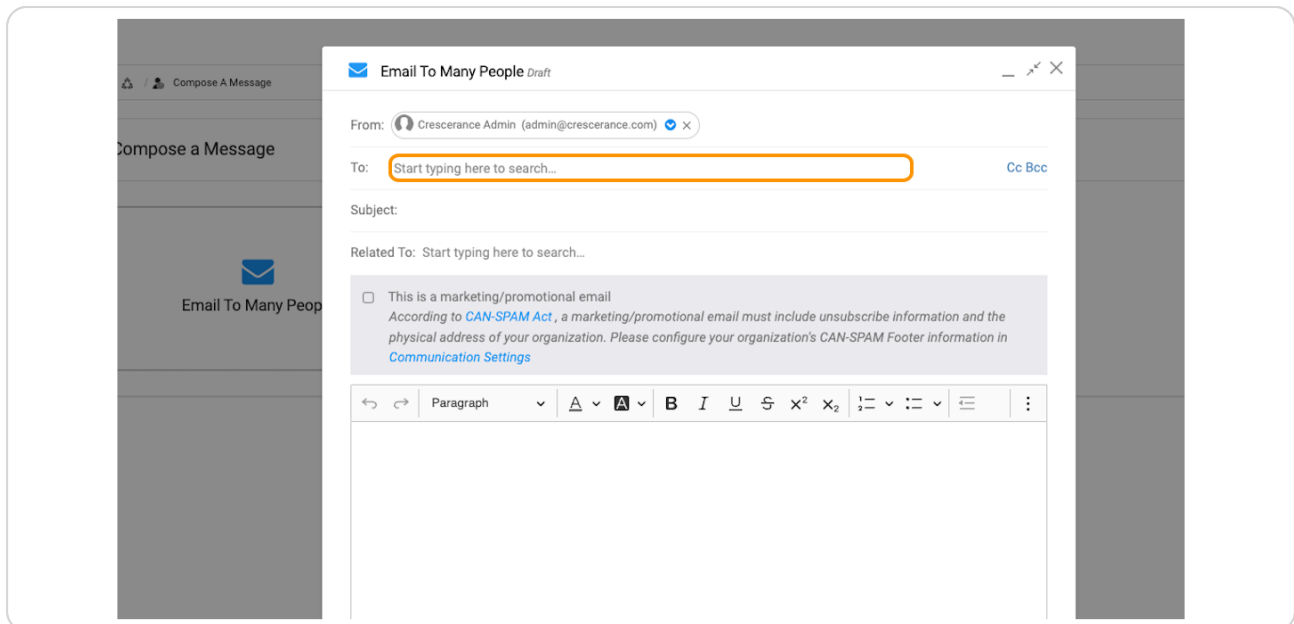
Click on Email To Many People



STEP 4

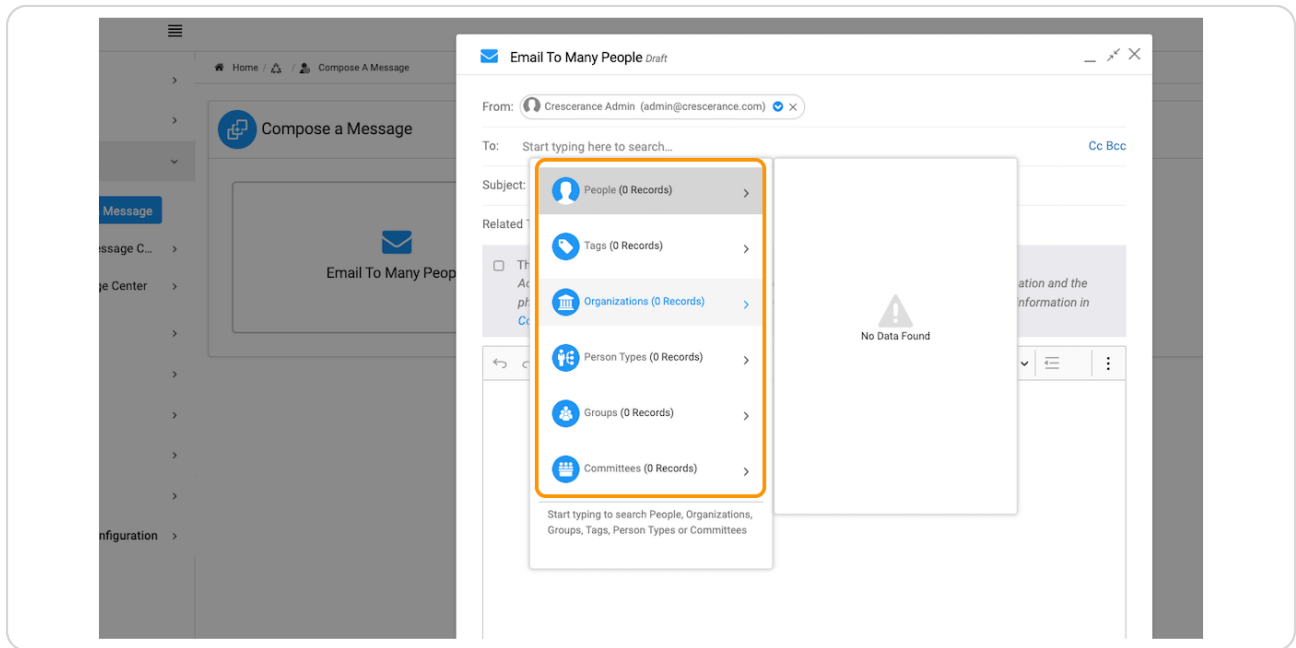
Click on Start typing here to search

Searching in the text field to find your people, tag group, organization, groups or committees



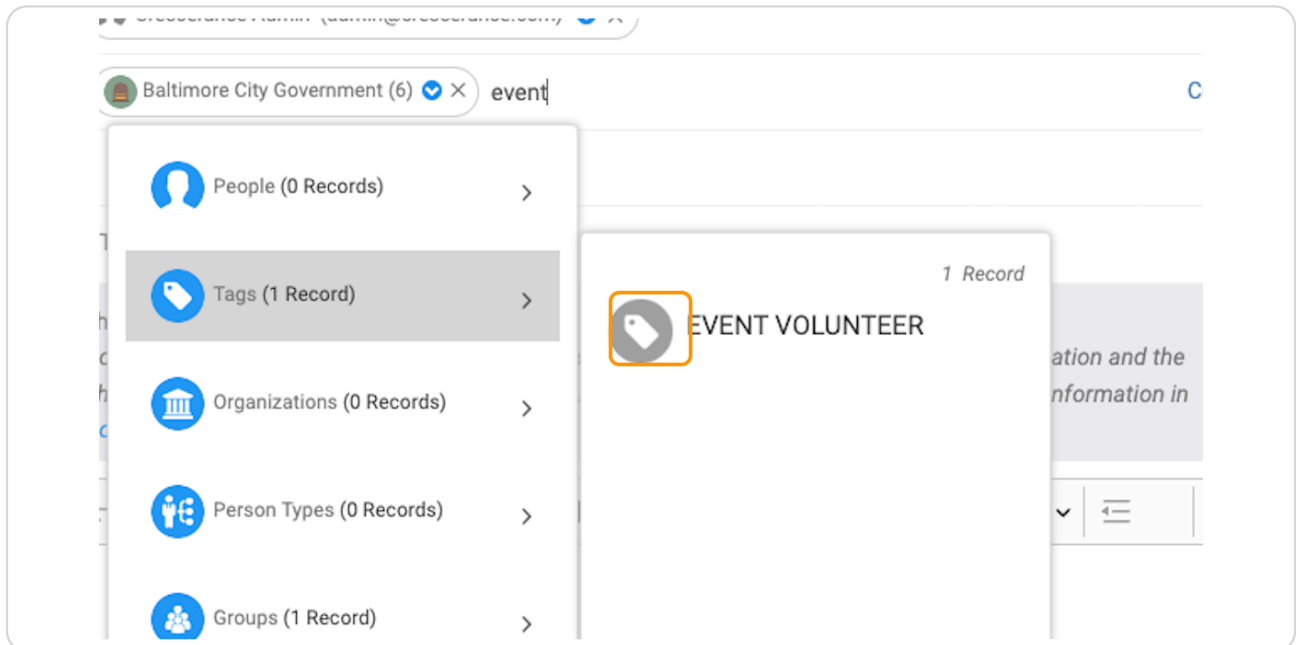
STEP 5

Click on the category you are looking for after you've entered the search words



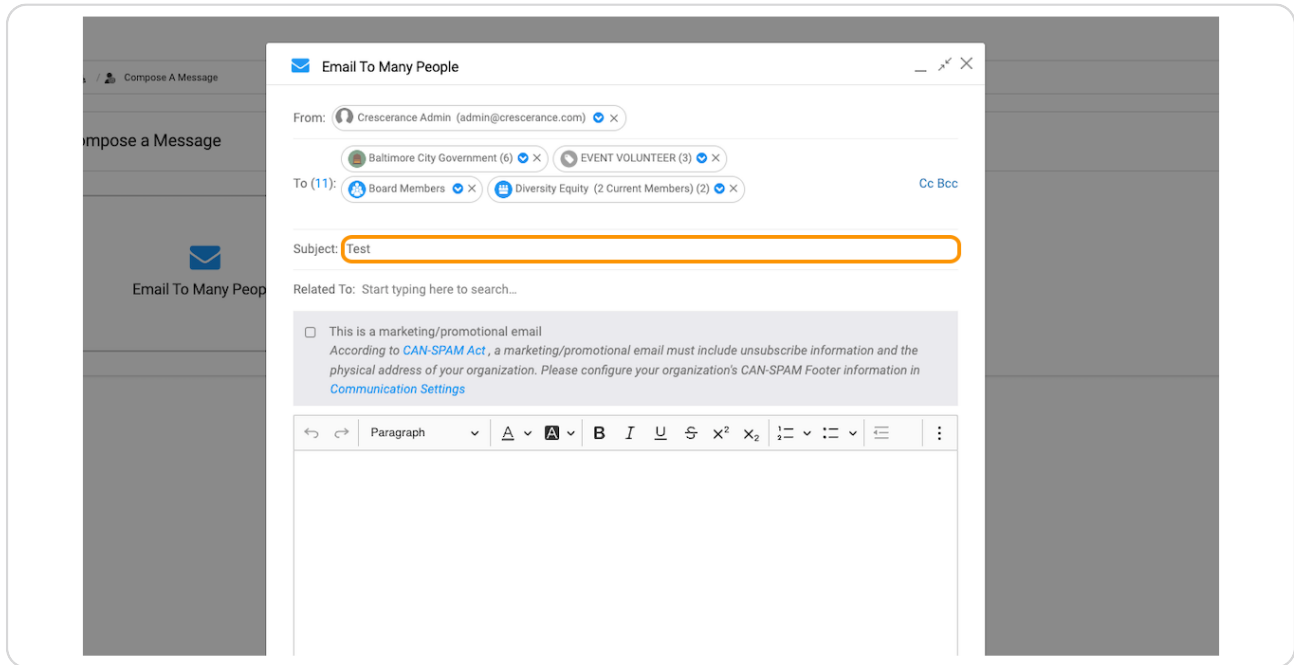
STEP 6

For example, by typing event, you can see one tag for 'Event Volunteer'



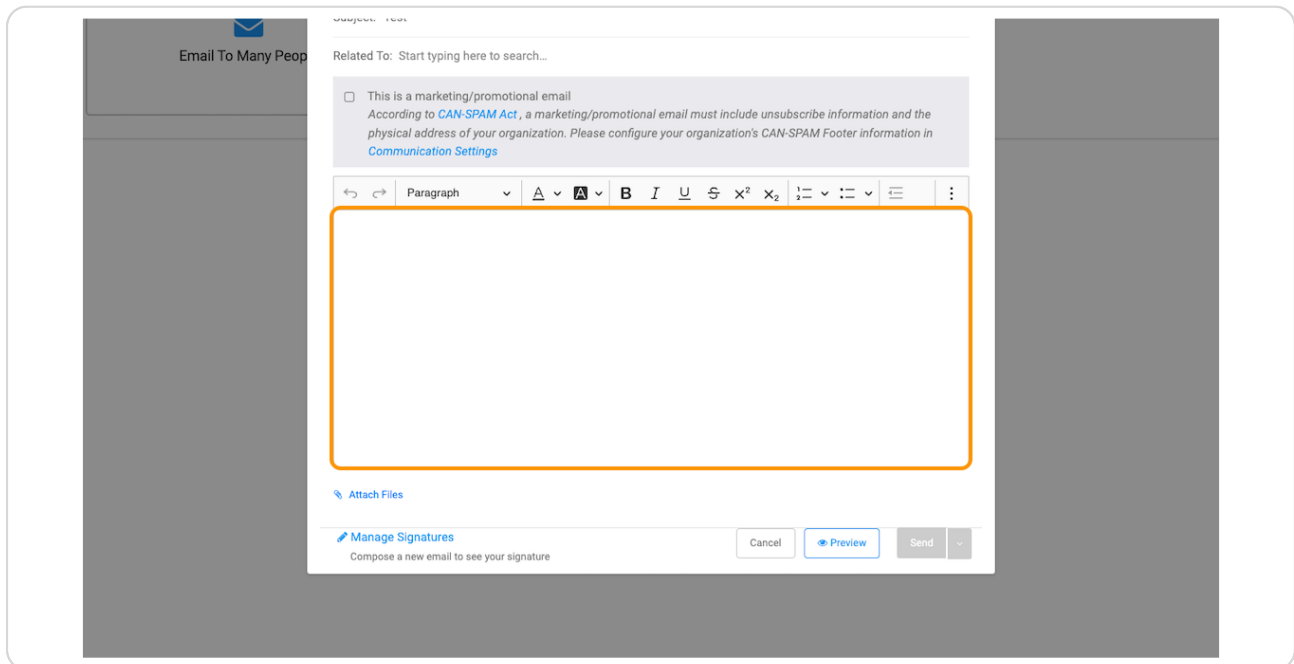
STEP 7

Type your subject



STEP 8

Click on the text box to type your message



STEP 9

Click on Send

