HOW DO I send PMail to everyone in a committee, except for one member. I want to CC that member.

From the DACdb HOME page I clicked on the COMMITTEES tab and opened the **Assistant Governors 2016-17** committee.

When the COMMITTEE MEMBERS page opened I unchecked Susie Kelly . . .

. . . then I clicked on the PMAIL icon up here.

Click on **Add CC** to open a field for an email address:

(no Susie Kelly here!)

Add emails

Search: susie

Kelly, Susie C (Southern Guilford)
Scott, Susan A (Asheboro)

Select:
Kelly, Susie C. (Southern Guilford) here

- CLU
- COMMITTEES 2016-17
- EVENTS
- MEMBERS
- CLUB POSITIONS 2016-17
- PARTICIPATION DATA
- MY CLUB COMMITTEE LEADERS
- DISTRICT COMMITTEE LEADERS
- ☐ COLLEGE OF GOVERNORS
- GENDER

Global? ☐

Remove Selected   Save as Group   Clear All

Cancel   Add Selected Names

Add emails

Search: Global? ☐

- CLUBS
- COMMITTEES 2016-17
- EVENTS
- MEMBERS
- CLUB POSITIONS 2016-17
- PARTICIPATION DATA
- MY CLUB COMMITTEE LEADERS
- DISTRICT COMMITTEE LEADERS
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- GENDER

trophy789@aol.com

Susie's email address appears up here.

Click on **Add Selected Names**

Remove Selected   Save as Group   Clear All

Cancel   Add Selected Names

Personalized Mail v4 (UserID)

PMail lets you send personalized messages to members.

Schedule Delivery   Select Group   Select Template   Merge   Send

Send Options   Type=UserID

* **FROM**   Phil Morris   EMail "Friendly" Display Name

* **TO**
Sending to: 11
View Member Types
Armstrong, James McCoy Jr.; Burroughs, David N.; Cannady, Claudia H.; Gouty, James G.; Hale, Kathy W; Haney, Carol; Lee, Sang-Ho; Matthews, Tim; Rosser, Thomas M. Jr.; Shoemaker, Todd W.; Spillman, Jonathan L.;

Your PMail form should look like this . . .
. . . all members except Susie in the **TO** field .
. . . Susie's email address in the **CC** field.

CC
Enter E-Mail Address
trophy789@aol.com

* Subject: **Assistant%20Governors Committee**

Add BCC   Show/Change Reply To   Show/Change From Address   Attach File