**HOW TO: New Web Page Admin instructions**

1. **GO to** [**www.site.123.com**](http://www.site.123.com)
   1. **Log in with** [**Kofc2269@gmail.com**](mailto:Kofc2269@gmail.com)
      1. **Password Council2269!**

**How to Create an EMAIL BLAST**

1. **After logging into site above click on the KoC website**
2. **Click on Mail Listing Button**
   1. **Then click on +Send New Message button**
3. **Chose a template design that you would like**
   1. **For Newletter distribution , please select a template with the button on it**
   2. **Go to your newsletter that was uploaded to the site and link the button back to the newsletter location on the website.**
      1. **Rename the button text to Newsletter link**
   3. **Click next**
4. **On Content Tab put your email subject**
   1. **Email title**
   2. **Type in the text box your message**
   3. **Click Next**
5. **On settings Tab**
   1. **Turn Test Message OFF**
   2. **In Filter select the Team or group tags you want the message to go to, OR leave blank for 261 emails to go out.**
   3. **You can change the Sender name if you want it to come from YOU> and you can also Change where you want the reply emails to go by putting your own email in or leaving it to go to the Admin google email address.** [**KofC2269@gmail.com**](mailto:KofC2269@gmail.com) **I can provide the log to see the emails by helping you get logged into it and provide pass code. Reach out to Mike Bigler 314-915-5968**
   4. **Click Next**
6. **On Confirmation Verify your email is correct and hit send.**

**1** A screenshot of a website

Description automatically generated

**2**A screenshot of a computer

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**3**A screen shot of a computer

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**4**A screenshot of a computer

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5 A screenshot of a computer

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