

Email Notifications

Email Notifications is a platform that allows you to communicate concerns or provide updates efficiently.

Watch the Comprehensive Step-by-Step Instructions on How to Send an Email.

Follow these steps to ensure your message is sent correctly:

1. Click “Communications”

- Navigate to your email interface.

2. Click “Email”

3. Enter Recipients

- Fill in the **‘Recipients’** field with the email addresses of the people you want to contact.

4. Select Residents (multiple allowed)

- Use the **‘Select Resident’** option to choose one or more recipients. Multiple selections are allowed.

5. Add a clear and appropriate Subject line

- Provide a clear and concise **‘Subject’** line that summarizes your message.

6. Here you can start composing the message you want to send

- Enter your message in the **‘Message’** field. Make sure it is clear and professional.

7. To include an attachment, click this option to attach file

- If needed, click **‘Attachments’** or **‘Image’** to include supporting documents or photos.

8. Click “Send Email”

- After completing all fields and attachments, click **‘Send Email’** to deliver your message.

Click this link to follow Step-By-Step Capture instructions for sending an email.

EMAIL.png

? **Tips for Effective Emails:**

- **Double-check recipient addresses before sending.**
- **Keep your message concise and to the point.**
- **Use professional language and formatting.**
- **Include attachments only when necessary.**

Revision #18

Created 4 November 2025 01:24:08 by Christina

Updated 14 November 2025 01:33:30 by Christina