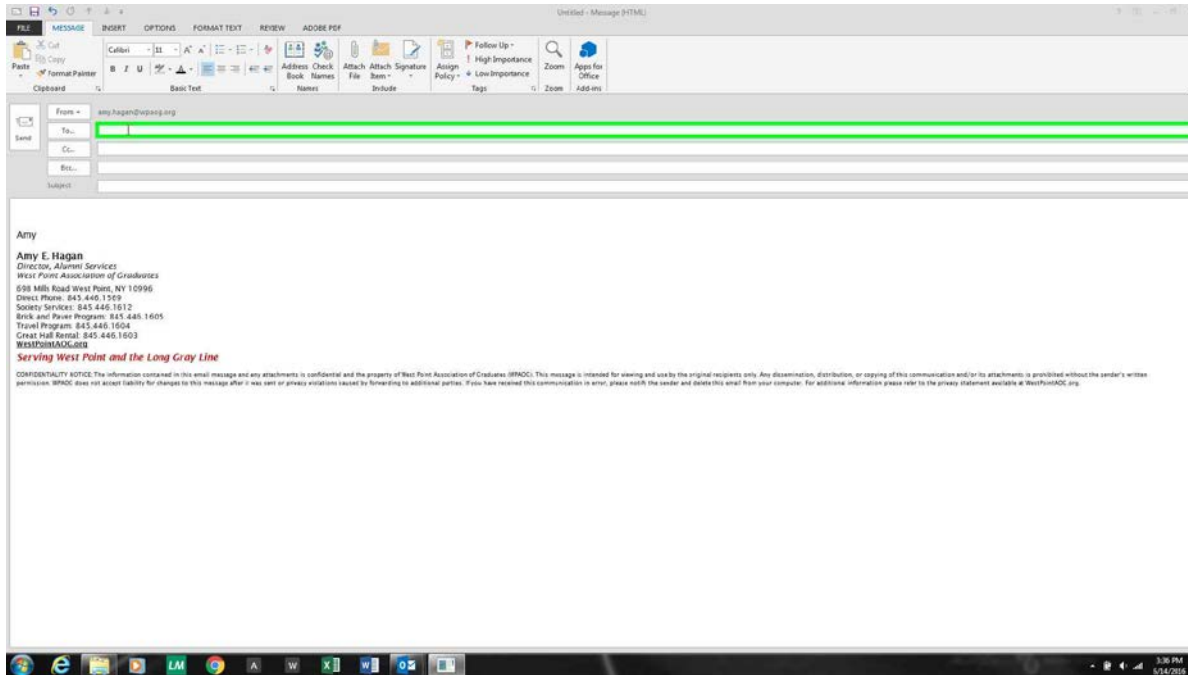


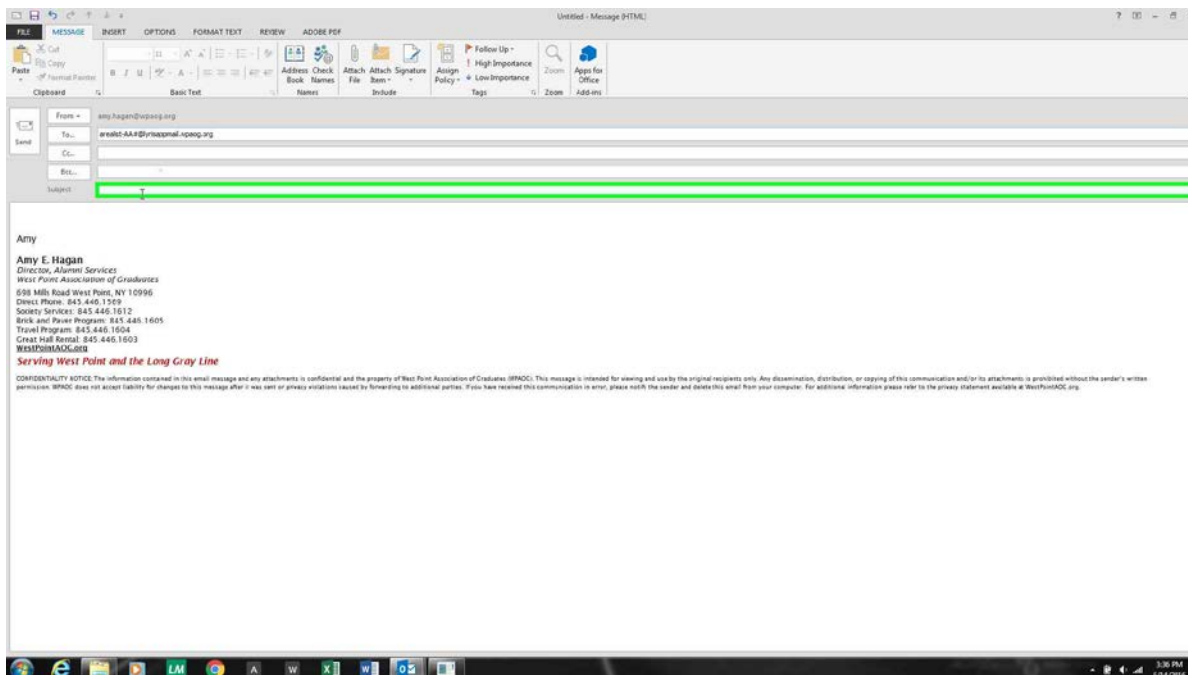


Lyris Email Distribution Instructions

Step 1: User opens email platform and enters the Lyris email address that is specific to their Society. (User must be an authorized party or the email will not go out.)



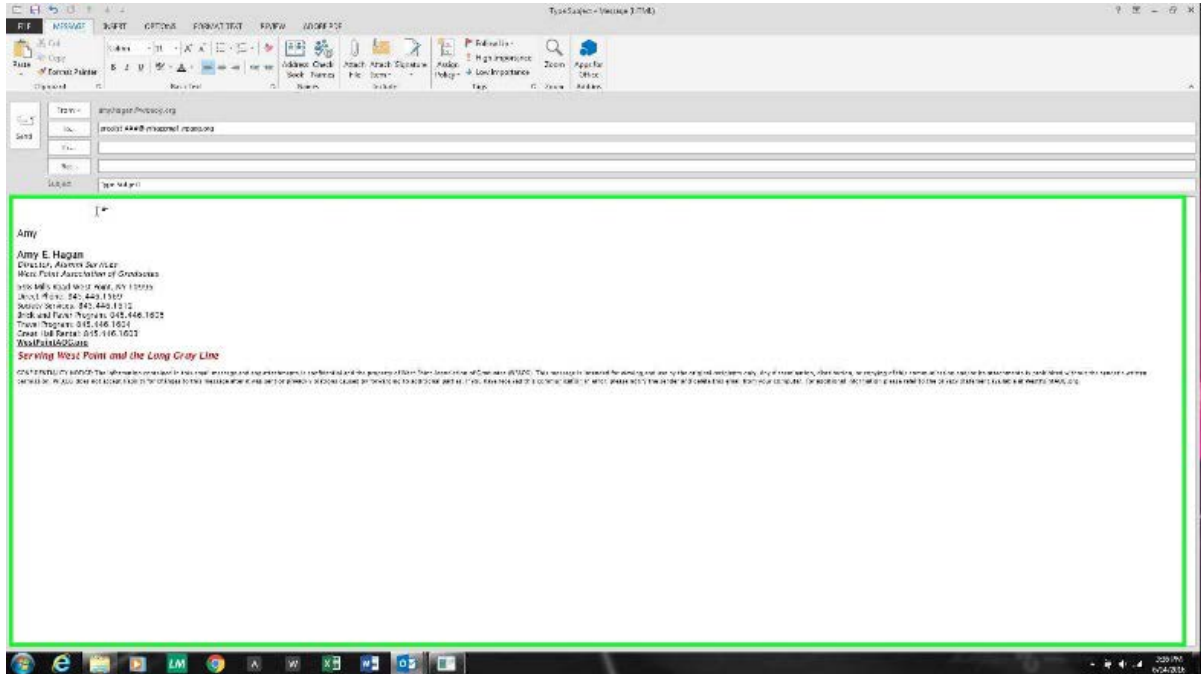
Step 2: User types the subject of the email in the "Subject Line."



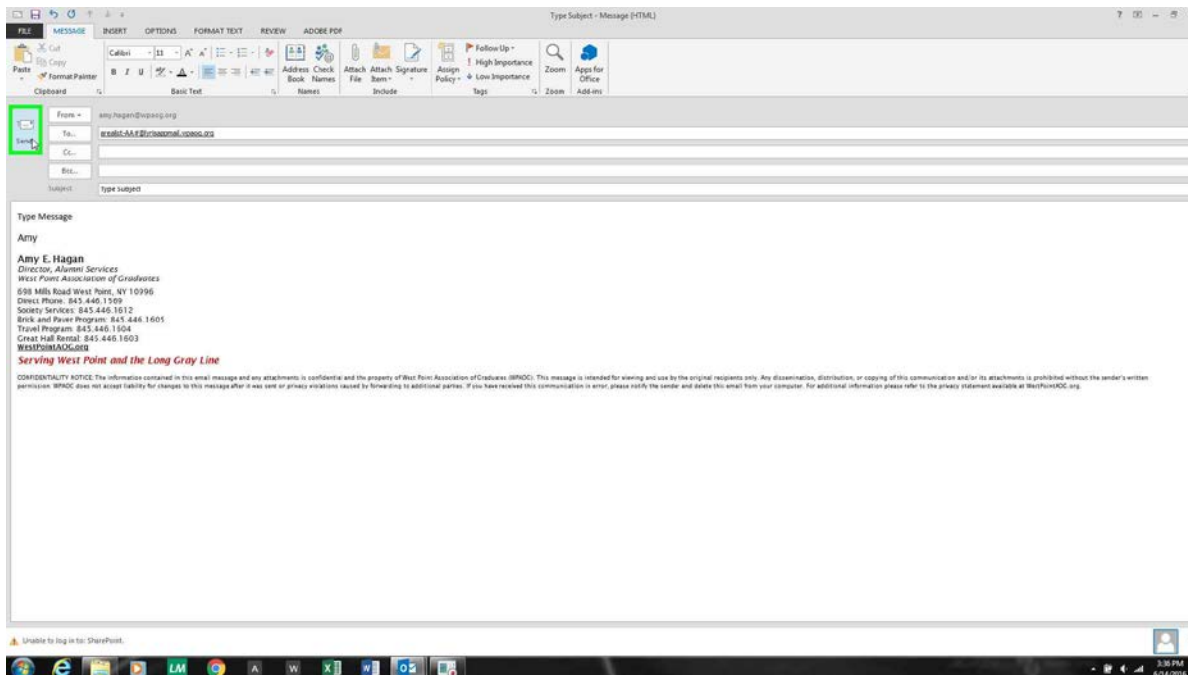


Lyris Email Distribution Instructions

Step 3: User types their subject body.



Step 4: User clicks "Send."





Lyris Email Distribution Instructions