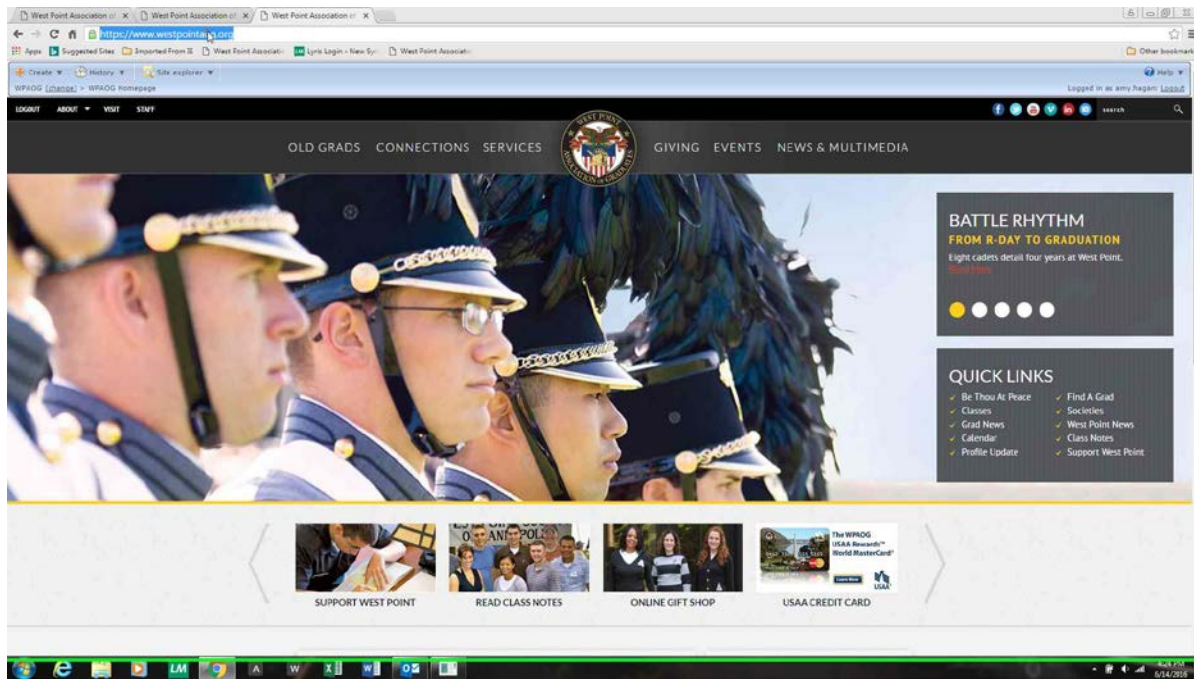


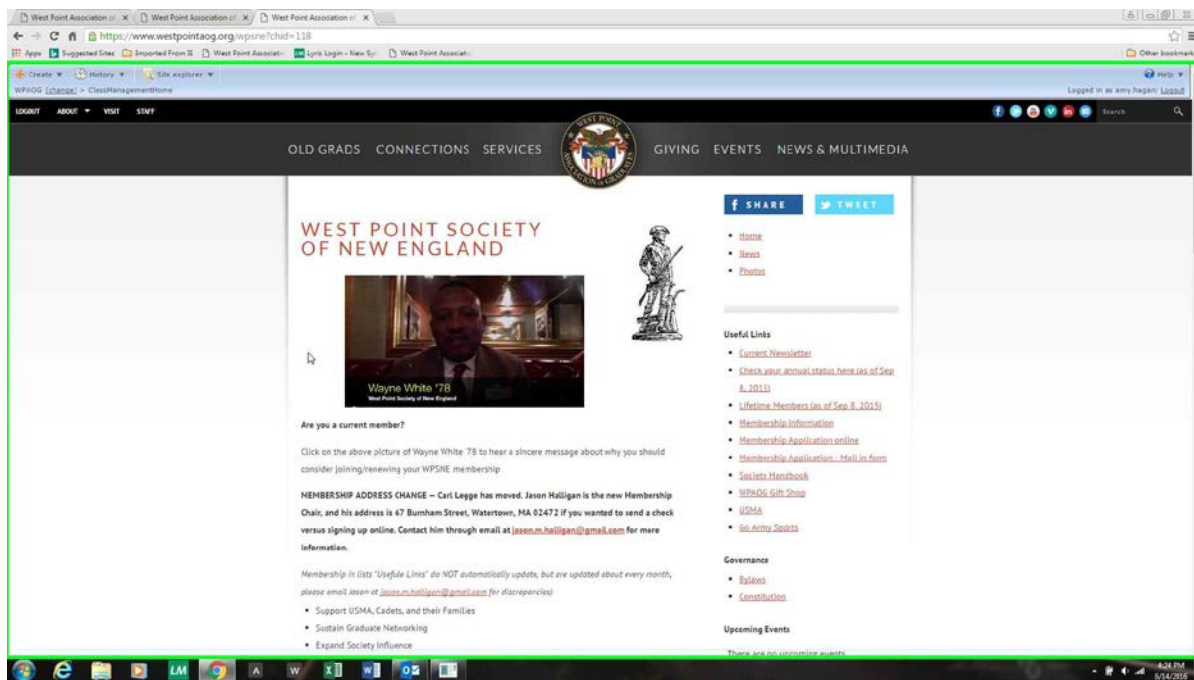


Blackbaud Email Distribution Instructions

Step 1: User visits westpointaog.org, logs in, and enters the Society's website address.



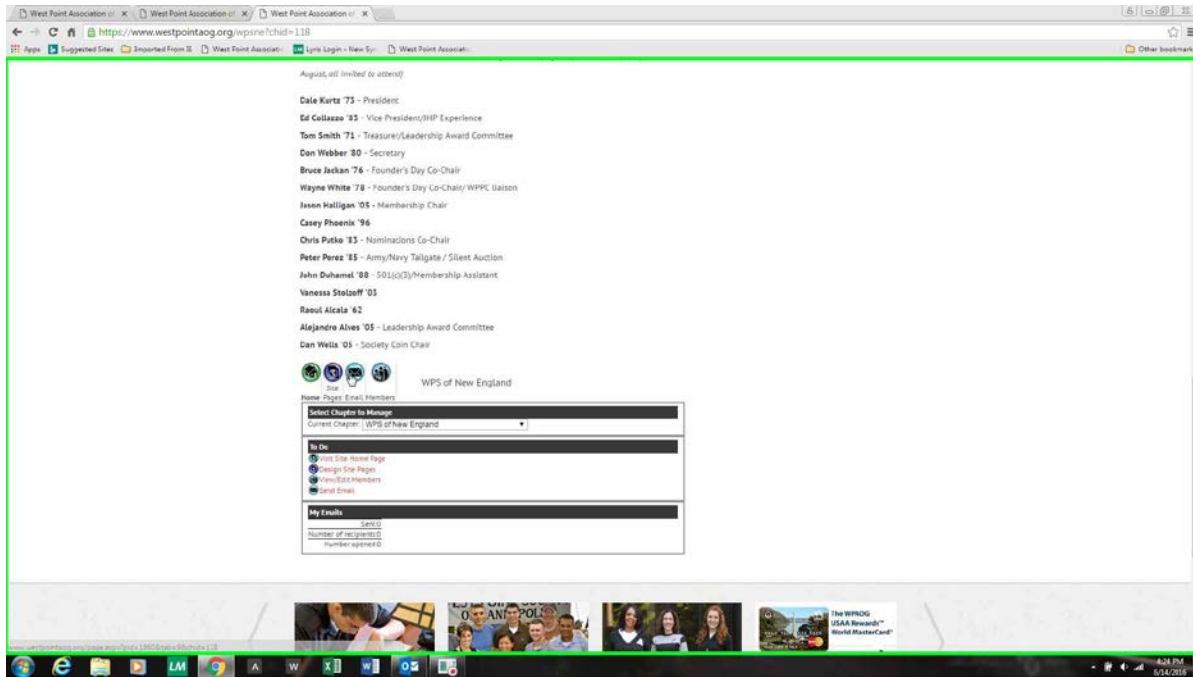
Step 2: User lands on their Society's webpage.



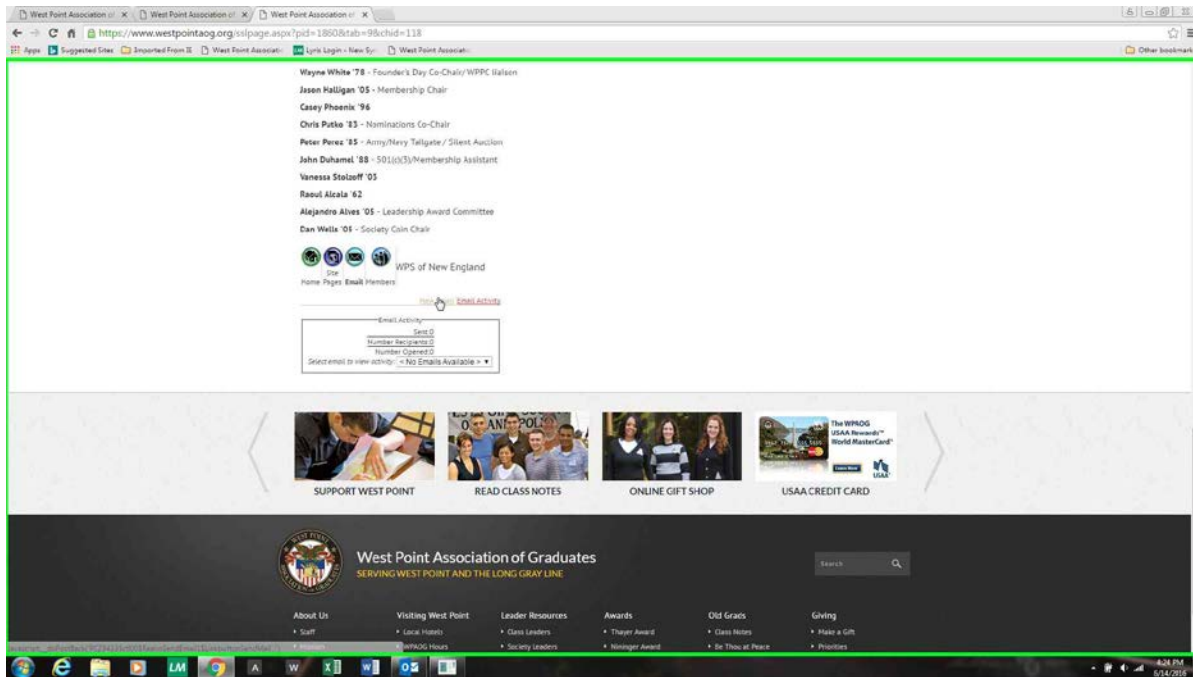


Blackbaud Email Distribution Instructions

Step 3: User scrolls down to the bottom and clicks on "Email."



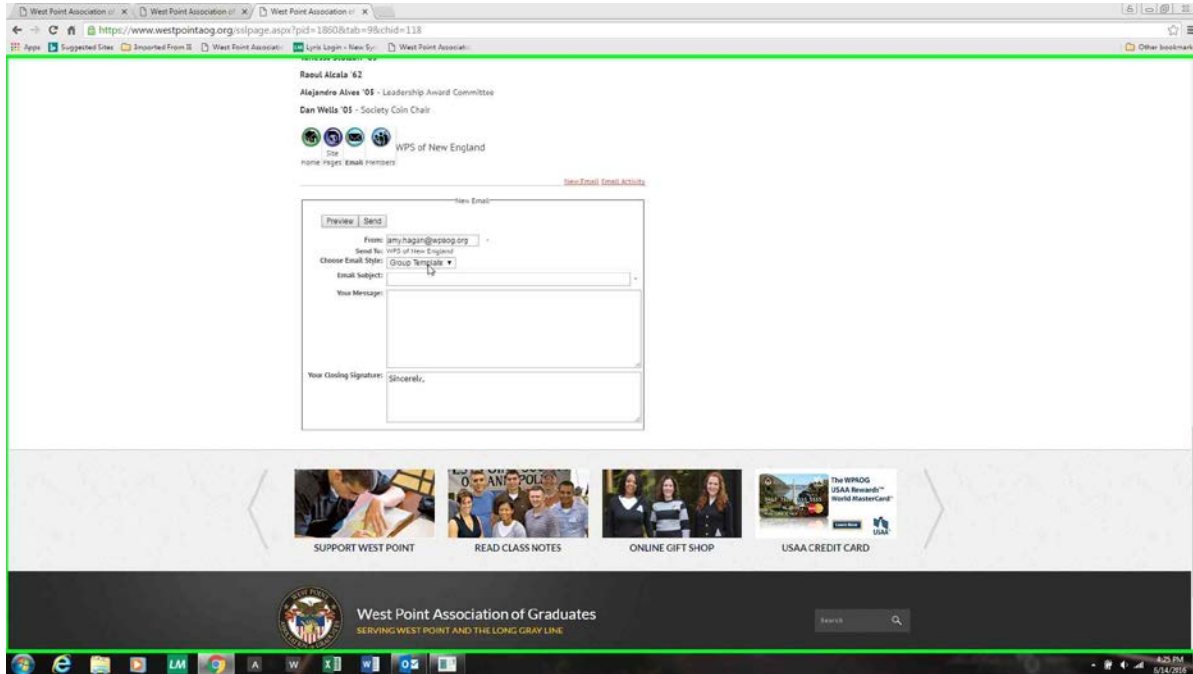
Step 4: User clicks on "New Email."



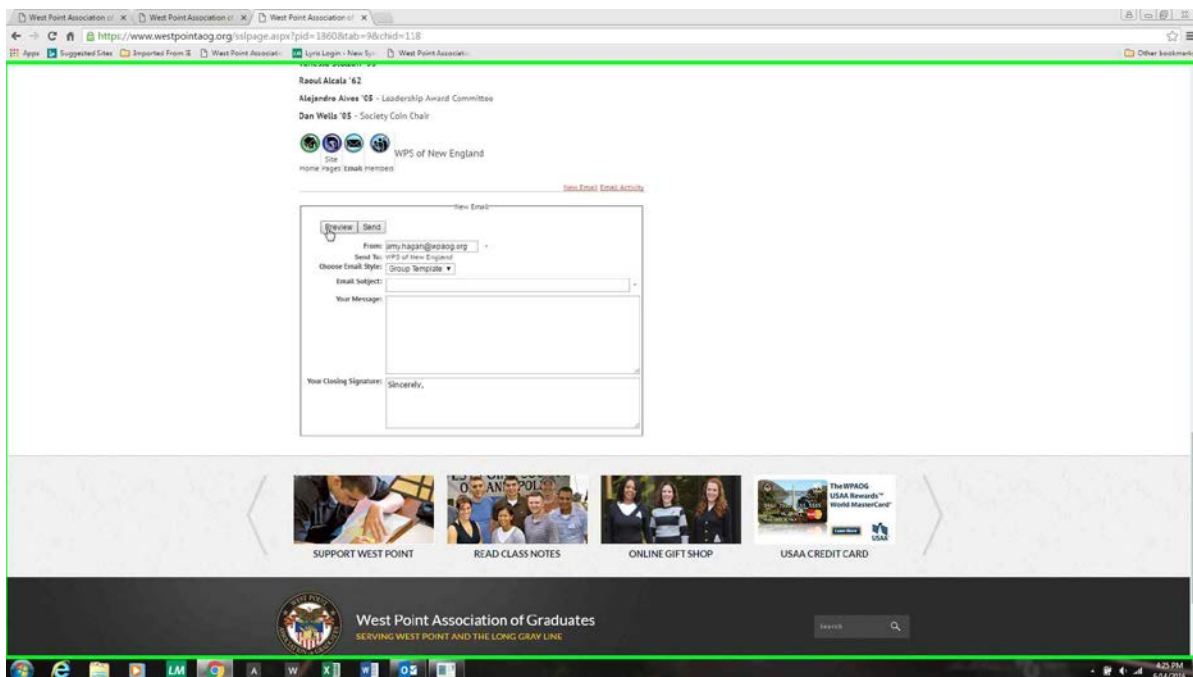


Blackbaud Email Distribution Instructions

Step 5: User types information for the email they would like to send to their Society distribution list.



Step 6: User previews the email before sending to ensure everything is as they would like it. Then clicks "Send" when it is ready to be sent.





Blackbaud Email Distribution Instructions