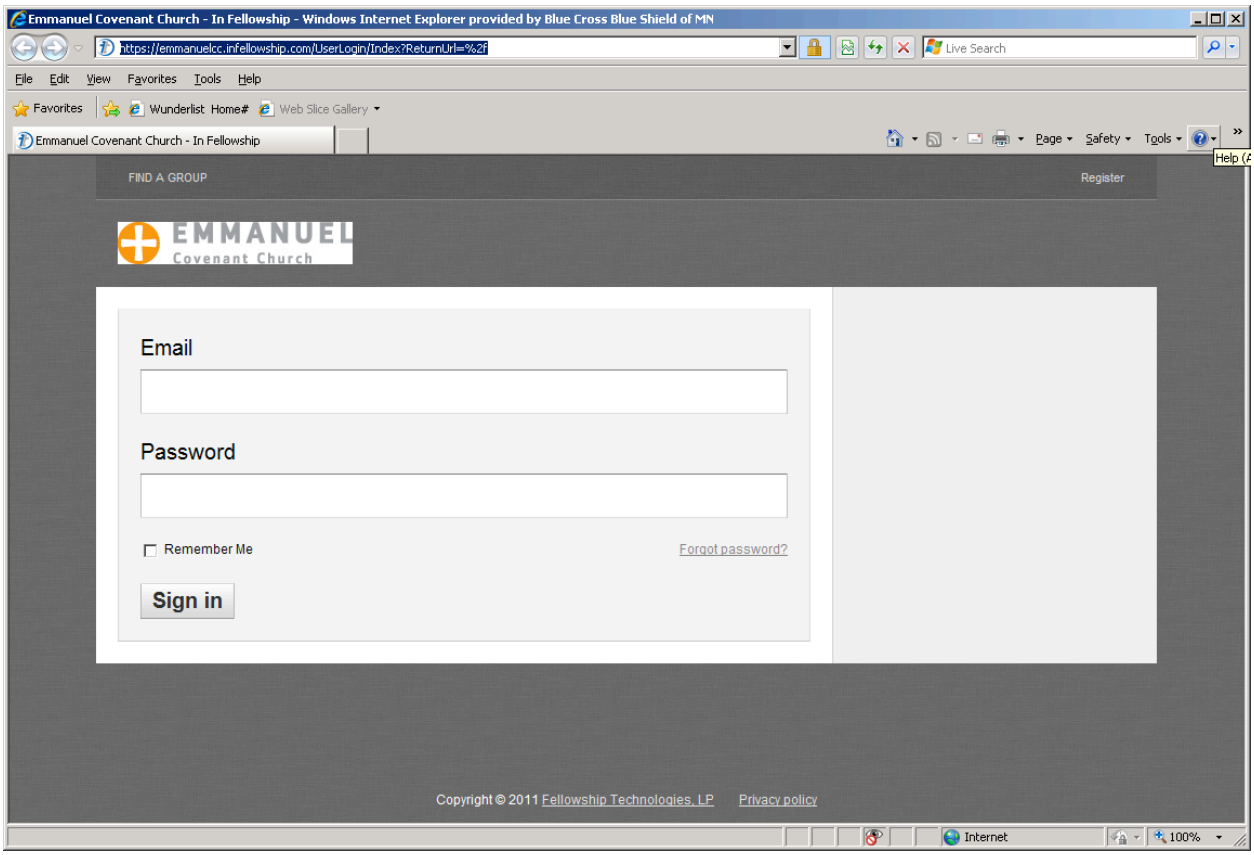
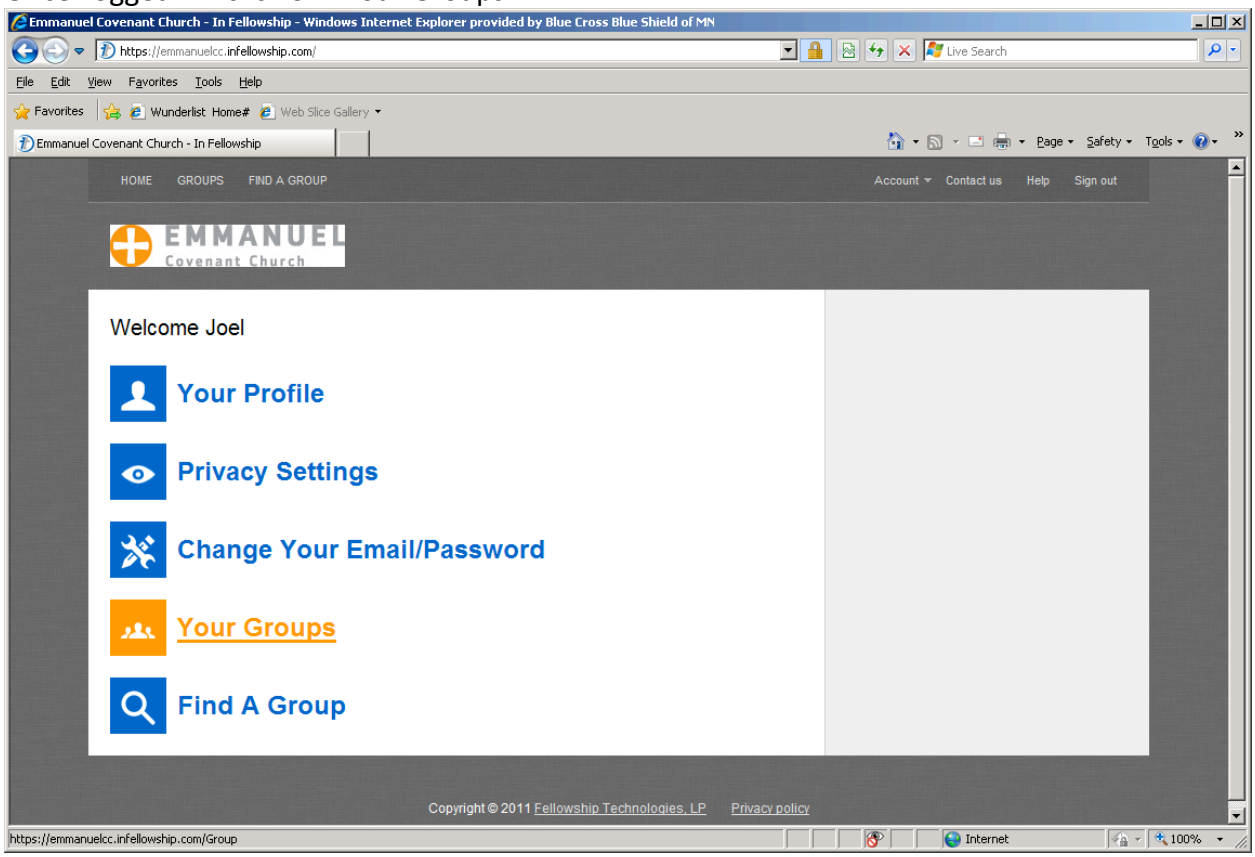
Logging in to In Fellowship and Sending an email

Click on this link:
https://emmanuelcc.infellowship.com/UserLogin

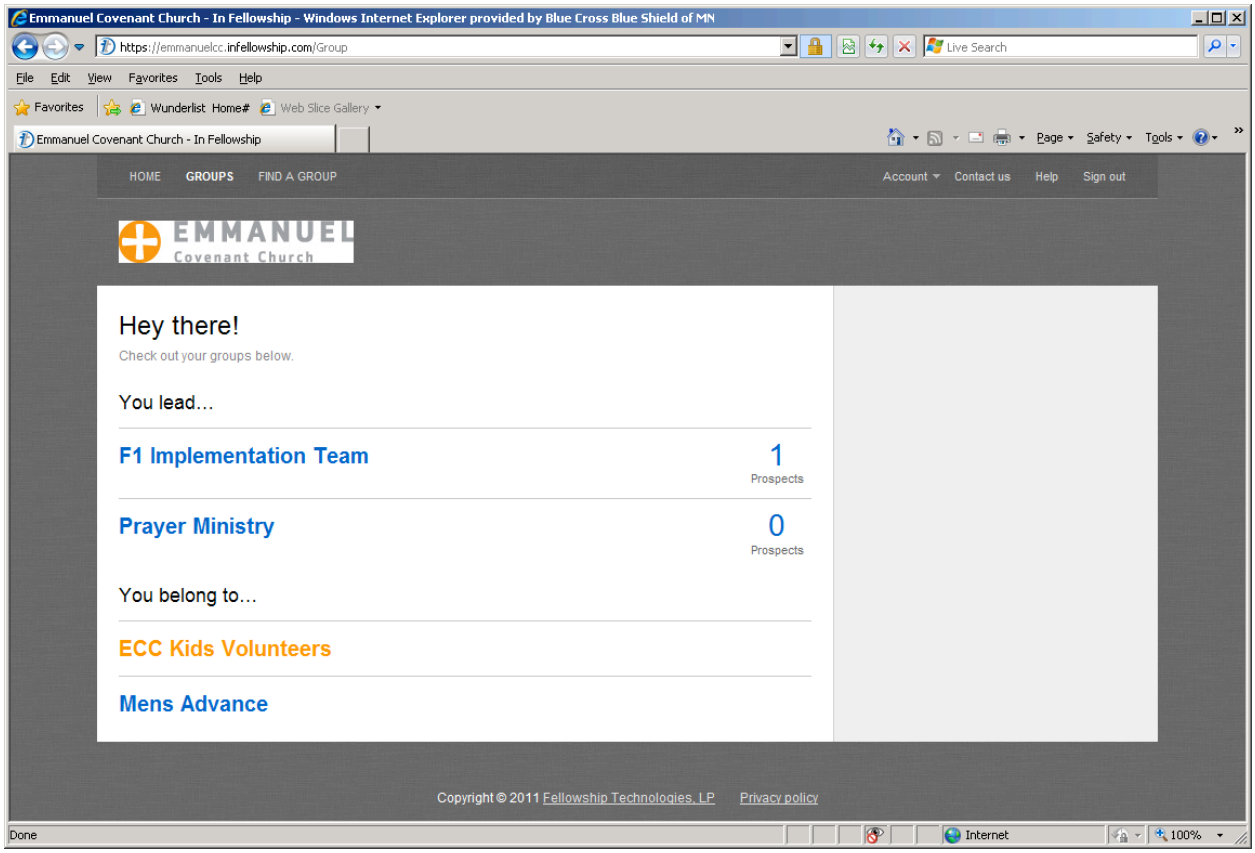
Or access from the EmmanuelCovenant.com web site:
http://www.emmanuelcovenant.com/contact-3/



Once Logged in…click on “Your Groups”



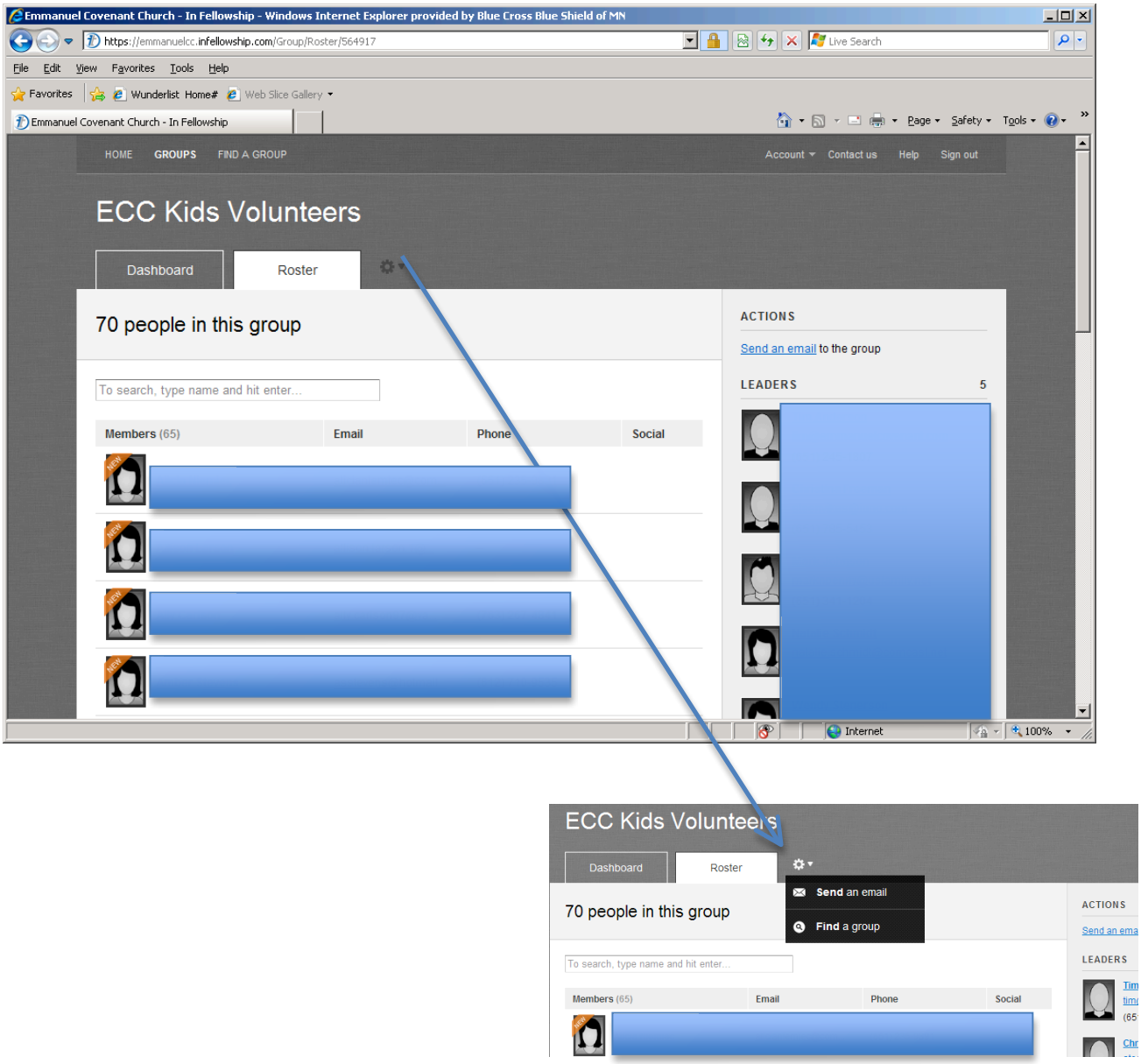
You may see more than one group listed…for the ECC Kids Ministry, click on “ECC Kids Volunteers”



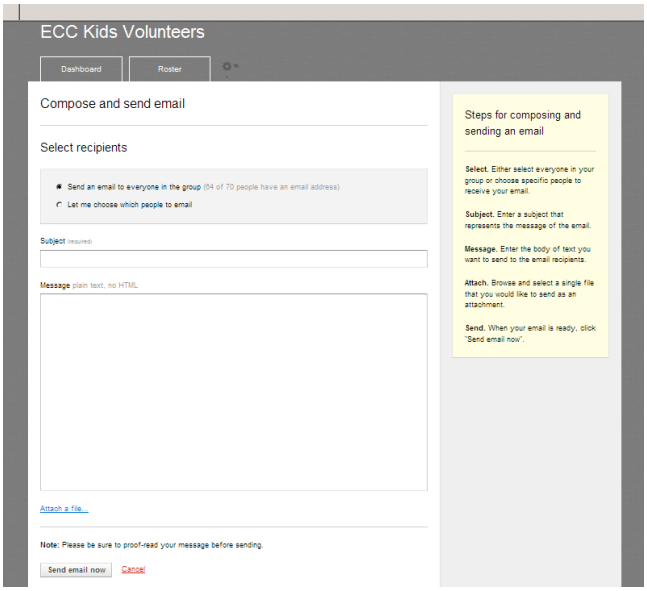
Once in the group..you have two tabs:
Dashboard: Basic Information about the ECC Kids Volunteers group
Roster: (which is the default "view" when you enter the group. (reference the attached screen shot)

From the "Roster" you can:

1. View all the members of the ECC Kids Volunteer Group
2. Send an email to the entire ECC Kids Group – *Click on the wheel icon to the right of Roster*
3. Send an email to a specific person on the ECC Kids Volunteer Group– *Click on the wheel icon to the right of Roster*



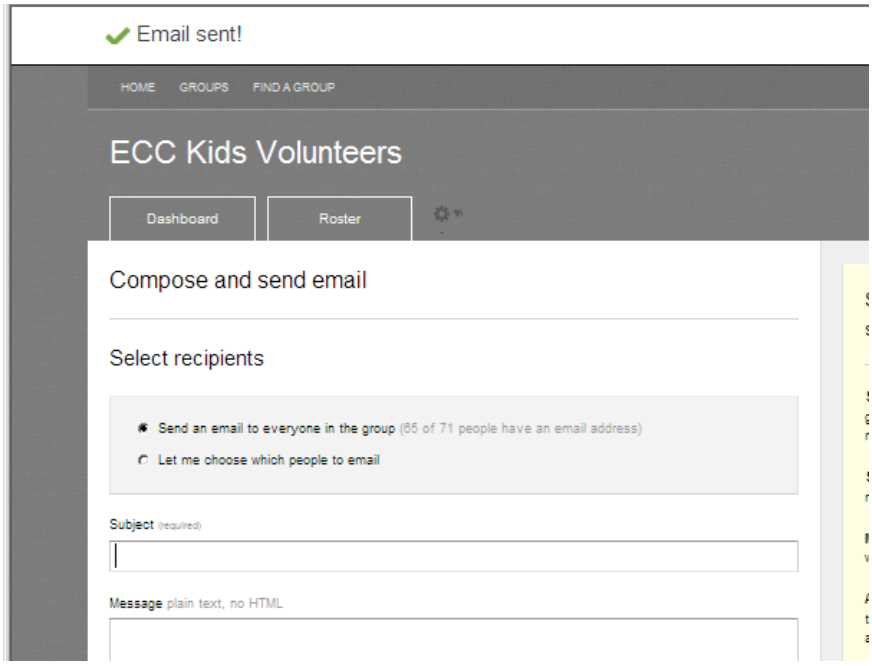
After clicking on “Send an email”…you have the ability to send an email to either ALL of the ECC Kids Email Group..or to specifically choose who you will receive an email.



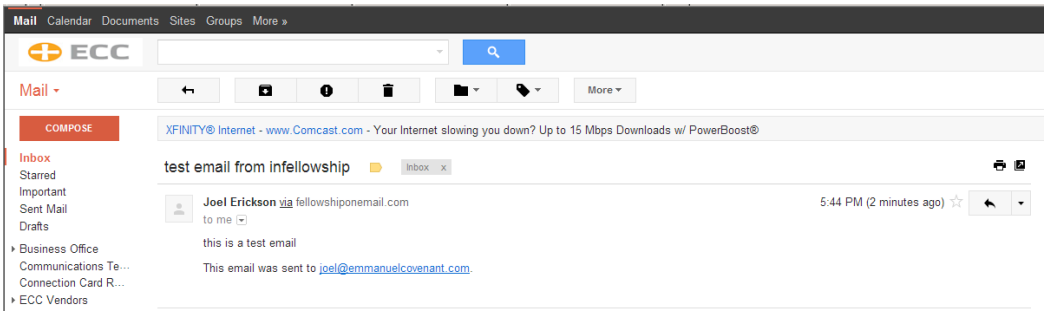
And, You have the option of attaching a file by clicking on “attach a file” at the bottom of the page.

Once ready to send the email, simply click on “Send email now”

Note: you will get a confirmation that the email was sent…



The email recipient will receive the email from your email address…but, they will see that it was sent from In Fellowship. And, if the email recipient clicks reply…the email will be sent to YOUR email address…NOT…In Fellowship.



Important Note…

In Fellowship email is intended to be "one-way" communication….either to a group or to an individual. Once the email has been sent from In Fellowship…all further email communications (e.g. reply or forward) will happen outside of In Fellowship. **It is the recommendation from the ECC Kids Ministry Leaders** to start all email communication: *whether it is ECC Kids Leadership sending an email, or a volunteer looking for a sub*…from within In Fellowship. That way, you can be sure that you have the most current email address for the recipient.