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/

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1 Emmanuel Covenant Church - In Fellowship		🏠 🔹 🖾 👻 🖃 🖶 🔹 Page 🔹 Safety 🔹	T <u>o</u> ols • 🕢 • *
FIND A GROUP		Register	(Help (
Email			
Password			
Remember Me	Forgot password?		
Sign in			
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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...

Dashboard Roster	
Compose and send email	Steps for composing and sending an email
elect recipients	
 Send an email to everyone in the group (64 of 70 people have an email address) 	Select. Either select everyone in your group or choose specific people to receive your email.
 Lat me choose which people to email 	Subject. Enter a subject that represents the message of the email.
blject (resures)	Message. Enter the body of text you want to send to the email recipients.
essage plain text, no HTML	Attach. Browse and select a single file that you would like to send as an attachment.
	Send. When your email is ready, click 'Send email now'.
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✓ Email sent!	
HOME GROUPS FIND A GROUP	
ECC Kids Volunteers	
Dashboard Roster	
Compose and send email	
Select recipients	1
 Send an email to everyone in the group (85 of 71 people have an email address) Let me choose which people to email 	5
Subject (required)	
Message plain text, no HTML	

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.

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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.