

Send Message

This page allows the you to send messages in the form of an email to "all" registered users of your site, or on a User Group by User Group basis. You have the ability to enter the following information for each message your generate:

content type

The data (text) that you enter into the "message" section below can be entered and sent in the email as plain text or HTML.

plain text

This setting allows you to enter plain text that will be sent out within the email body.

HTML

This setting allows you to generate colorful HTML formatted emails. Note however, that if you are using this method, you should use very basic HTML, as there are a variety of inconsistencies between email clients (i.e. MS Outlook, Yahoo online, Hotmail online, etc.) that may stop some recipients from viewing your emails in the proper format that you originally intended¹⁾.

name

Give your email a name. This is for your reference only when viewing your email message history.

subject

Give your email a subject. This entry will display in the "subject" line of your email message.

message

This is the body of your email. Enter either "plain text" or "HTML" depending upon your "content type" setting above.

¹⁾

This is the reason that the editor does not include a WYSIWYG editor built in. WYSIWYG editors are designed for web content, not for e-mail content, so something that may look correct on the web and

thus on the WYSIWYG editor, may look entirely different when viewed in an e-mail.

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