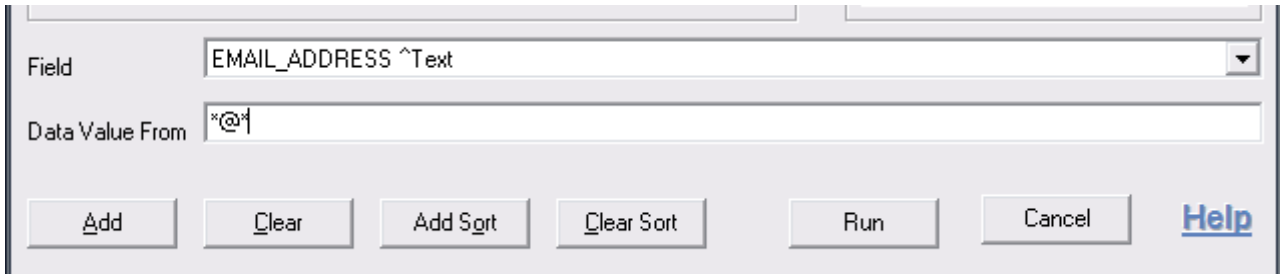
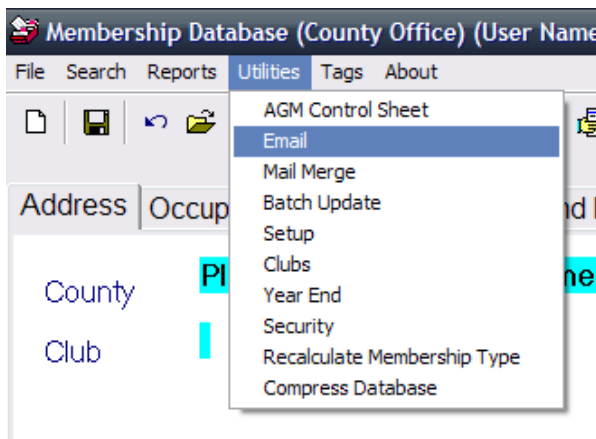


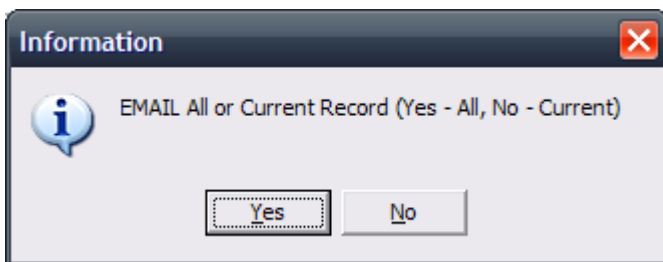
1. Firstly, open the database and select the group of members you wish to e-mail (most likely, all your members!)
2. Next you must press **search** → **select** and then select the E-mail field and in the data value from field type ***@*** - this will search for anyone with an e-mail address



3. One you hit run, CMDS will search for the people you first selected who have e-mail addresses.
4. The next step is to choose utilities → E-mail:



and then you will see a pop up box like this:



What this means is, do you just want to e-mail the person who is on your screen at this point in time, or would you like to e-mail all of the records you have selected.

Once you make a decision, this will open up a blank outlook e-mail message, with all of the e-mails inserted into the 'To' field – What you need to do now is copy all of those addresses, and put them into the 'BCC' field, to ensure that the data remains private.