

After logging in at SE17.bowdoin.edu:

1. Click on the "users" menu item on the left menu list. You'll see a page that looks like this:

Home » administer site

tmacy

- ▶ create content
- Execom March 2011
- membership list
- my dues
- recent posts
- renew my membership
- my account
- ▶ news aggregator
- access control
- comments
- users
- log out

[list](#) [add user](#) [search](#) [advanced management](#)

Drupal allows users to register, login, logout, maintain user profiles, etc. No participant can use his own name to post content until he signs up for a user account. [\[more help...\]](#)

Username	Status	Member for	Last access	Operations
lakeoq215	blocked	2 days 3 hours	never	edit
drcjutah	blocked	3 days 19 hours	never	edit
ortyfgs962b	blocked	5 days 7 hours	never	edit
lakecz118	blocked	1 week 13 hours	never	edit
lakeby344	blocked	1 week 13 hours	never	edit
panzhen0070	blocked	1 week 3 days	never	edit
spaine@brockport.edu	active	5 weeks 1 day	1 week 5 days ago	edit
Beatriz Polidor...	active	6 weeks 4 days	3 weeks 22 hours ago	edit
Annelle21	active	8 weeks 2 days	8 weeks 2 days ago	edit

2. Click on the "advanced management" (misspelled by the program's authors!) and you'll see a new screen (shown below).

3. "Filter: the list to select attendees:

Choose "2001 Conference Registrant" (my mistake this time! - it should be 2001) and enter a 1 in the data field to the right of it. (A "1" indicates TRUE of a T/F option.)

Click on "Filter" and the screen will refresh with a list of attendees.



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list add user search advanced management

Show only items where

- E-mail
- User Id
- Last Access
- Status
- Choose vegetarian meals
- 2001 Conference Registrant
- First Name / Prénom(s)
- Last Name / Nom
- Select Your Membership Level

Blocked

1

Filter

Click to get attendees

Check here

Add 1 here

Mass update on every record

Email users Update all

Update on selected records only

Email users Update

Username	Status	Last Access	User ID	Operation
<input type="checkbox"/> tmacy	active	3 min 53 sec ago	76	edit
<input type="checkbox"/> HelenHarrison	active	1 day 17 hours ago	86	edit
<input type="checkbox"/> Marie-Thérèse Ballin	active	3 days 7 hours ago	609	edit
<input type="checkbox"/> goldstc	active	3 days 23 hours ago	57	edit
<input type="checkbox"/> kdauge	active	1 week 1 day ago	11	edit
<input type="checkbox"/> gdeclercq	active	1 week 1 day ago	55	edit

Scroll down to view the list to be sure it looks as you'd expect.

Just above the list you will see two options:

1. "Update all" will email everyone shown, i.e., you do NOT need to check each box next to their name.
2. "Update on selected records only" will only send email to those that you choose/check.

4. After you click one of the two buttons in step 3, a new screen will show you the list of addressees and provide an email input screen below it. Complete the Subject and Message body and click "Email users". If you want to back out for any reason, you may by using the "Cancel" option at the foot of the page.

Tips:

Test: There is often anxiety over using a powerful tool like this. To help remove some of that, you can run some tests safely. For example, send the email only to yourself. That is, in step 4 above, put a check next to your name only and click on the "Update" (NOT the "Update all") button. It may take a few minutes (usually less than 5 but possibly up to 30 minutes).

Composing email: Avoid cut and paste from word processors. If you must, be sure to send a test to yourself of the full content. It may not come through as expected. Word processors may add things that are not compatible with email or with email composer.