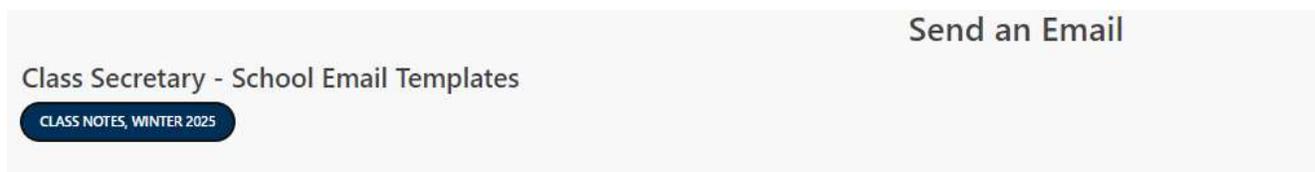


Instructions for Sending an Email Blast to Solicit for Class Notes

1. Log into GiveCampus VMS at www.givecampus.com/vms/trinitycollege. Or use the link in the email sent by GiveCampus to activate your account.
2. Move to the navigation bar on the left side of the screen and click Email.
3. Choose the email template provided (ex: “**Class Notes, Spring 2025**”) at the top.



4. The editor and preview panels will populate once you've chosen the template. **Make any edits you would like to the template, personalize and use your own voice!**
5. Click “Select All” to send to the class list.
6. Scroll back up to the email editor to personalize the email if you wish.
7. When you're done, you can choose “Send Test to Me” to see how your email will look, or just click “Send Email” and you're done!

**** IMPORTANT NOTE:** “Send me a copy” option bcc's you on *every email you send*. It's a great option, but if you send 200 emails, you will be bcc'ed on 200 emails (it doesn't simply send you one copy of the general email used). To have a record of what you sent—use “Send Test to Me” to receive *one* email sample.