Send Email Tab

Working with Your Participant Database · https://ivolunteer.com/support-docs/send-email-tab/

The **Send Email** tab lets you send, schedule, and edit scheduled emails to people in your database.

- **Send or Schedule Button:** Used to schedule emails to go out to all of your Database Participants, or emails to Participants in certain groups, and to create templates for emails to be sent out.
- **Refresh Button:** Refresh the page to see new emails that have been scheduled, or to see that emails have gone out since the last time you refreshed.
- **Edit Button:** Used to edit emails scheduled to go out.