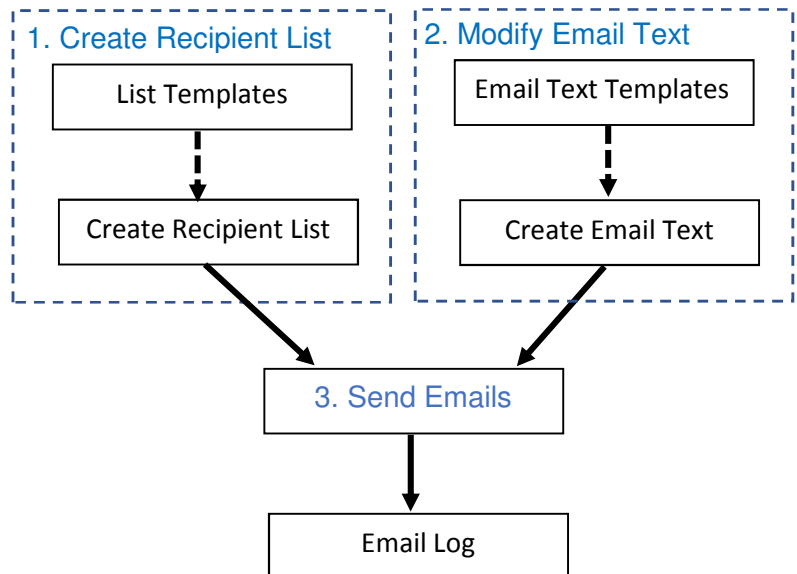




# KairosMail

**SuperEasy Steps** give you the basic flow of the process of sending emails that support your ability to accomplish your elected role on the Advisory Council or State Chapter Committee.

## KairosMail Process Overview



## KairosMail Process Overview Steps

### Step 1 – Create Your Recipient List

1. Click [Create Email List](#) menu button
2. Click the Tab for the “type” of recipient (ie Volunteer, Donor, Advisory Council, etc)
3. Click the appropriate Template list entry
4. Click Build Mailing List button (this creates your custom recipient email list)
5. Click View Mail List button (if you desire to review the created email list)

### Step 2 – Select Your Email Text

1. Click the [Create/Send Email](#) menu button
2. Click the Templates tab
3. Click the appropriate Template on the list that describes your desired email text
4. Click the [Send Email](#) tab (this begins Step 3 – Send Emails below)

### Step 3 – Send Emails

1. Revise the text of the displayed email as needed for your specific email
2. If you have a file to attach to the email, click the Select File button and select the desired file
3. Click the Send Email button at the bottom of the email screen. This begins the sending of the emails.

These are the basic steps. If you have questions or need more detailed information, see the [KairosMail User Guide](#) by clicking the Tutorial menu button and then the Email selection and then the KairosMail User Guide or the [KairosMail tutorial video](#).