

Sending an Email in TouchPoint

1. Log In to TouchPoint on your web browser.
2. Click link to your small group through 'My Involvement' on the home page or through your personal profile.

WESTOVER CHURCH

Welcome to TouchPoint!

My Involvement

Events

- 40 Days on Mission
- 75th Celebration Picnic
- Leadership Picnic

Groups

My Task List

My Searches

- Freshmen Boys
- Freshmen Girls
- Fuse Email List
- Impact Email List (All Students, Volunteers)
- MS- Student Leadership Team

Mary Beth Kirby

mkirby@westoverchurch.com W 1400

Primary Adult Member Serving In Fellowship Staff

Personal **Involvement** Profile Touchpoints Giving Communications Resources System

Current Previous Pending Attendance Registrations Volunteer

Manage Serve Availability Refresh

Show 10 rows 1 2 Next

Involvement	Leader	Enroll Date	MemberType	AttendPct
Groups				
Community Life Active Small Groups				
Growing Together- Early Marriage				
Young Adults				
Young Adults Monthly Email List				
Events				
40 Days on Mission				
75th Celebration Picnic				
Leadership Picnic				
Serving Teams				

3. After opening your group, click the email icon on the blue toolbar. Select 'Child with Parents CC'd'.

MS- Volunteer

Serving Teams No Campus Active Sunday, 10:30 AM, Every Meeting

People Meetings Notes Settings Registration

36 Members Previous Inactive Pending Prospects Guests Options

Add Members name Filter Person Clear

Name	MemberType	Church Age - Bday	Communication	% Att.	Dates

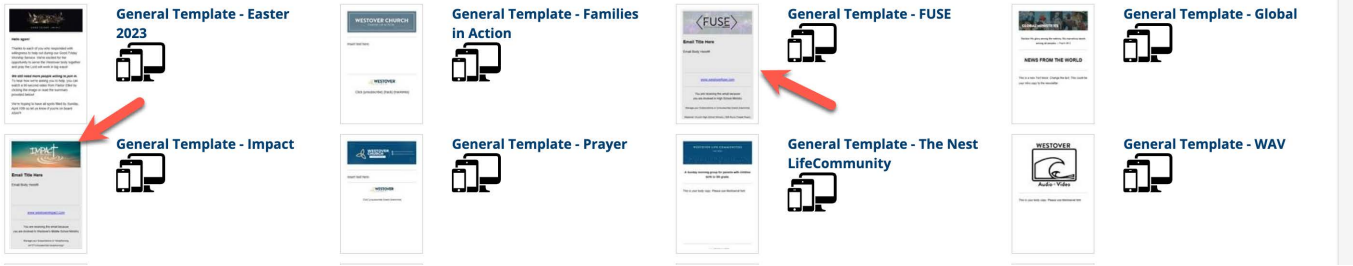
Email

- Individuals
- All Current Members
- Parents
- Child with Parents CC'd**
- Single Email Addresses
- Create/Edit Saved Draft
- Send Event Reminders

Mobile

- Send Text

4. Select **Fuse or Impact Template** option to create your email.



5. Write a subject line and make sure you have the correct names or number of recipients for your email.


From: Mary Beth Kirby

To: [Redacted] 46 people including parents.

Subject: [Redacted]

Publicly viewable? Add Cc/Reply-To? Schedule Email?

6. Write email and save content.



Email Title Here

Email Body Here!!!

www.westoverimpact.com

You are receiving this email because you are involved in Westover's Middle School Ministry

7. Once email is done, you can schedule, test, or send the email to your group.

www.westoverimpact.com

You are receiving this email because you are involved in Westover's Middle School Ministry

Manage your Subscriptions or <dropfromorg id="2">Unsubscribe</dropfromorg>

Westover Church Middle School Ministry | 505 Morris Chapel Road | Greensboro, NC
{track} {tracklinks}

Recover Save As Draft Send Test Email (To Me) **Send**