

HOW TO USE BREEZE FOR YOUR EMAIL MESSAGES - STEP-BY-STEP

1. Open Breeze in your browser (Chrome, Safari, FireFox, etc) using this link: GOODE.BREEZECHMS.COM
2. Log in with your user name and password. (See email from Chuck for this.)
3. At the dashboard, click on PEOPLE
4. On the left side, click SHOW MORE OPTIONS
5. Now, there are three ways to select groups of people 1. type their name in the search box, or 2. select a saved search



6. Click the down-arrow next to saved searches and
7. You will see a list of saved searches for our various groups of people
8. Click on EXEC BOARD to see the 8 officers
9. The 3rd way to select people is by check boxes
10. You can use the drop-down arrow to see choices
11. Then just select the category by checking the box
12. Lets use method 2 to select the saved search Exec Board



13. You will see 8 people listed
(The only photos we have are for the board)
14. Notice the number of people is shown

8 People Found

15. Also, you can select only certain people using the check boxes

16. Once you have the correct list of people, you can send an email to them (EMAIL) or print them like a directory (EXPORT) or see a map of their addresses (MAP)



17. When you click EMAIL, you will see this new window:

18. Notice the recipients are filled in

19. The addresses are automatically set to BCC

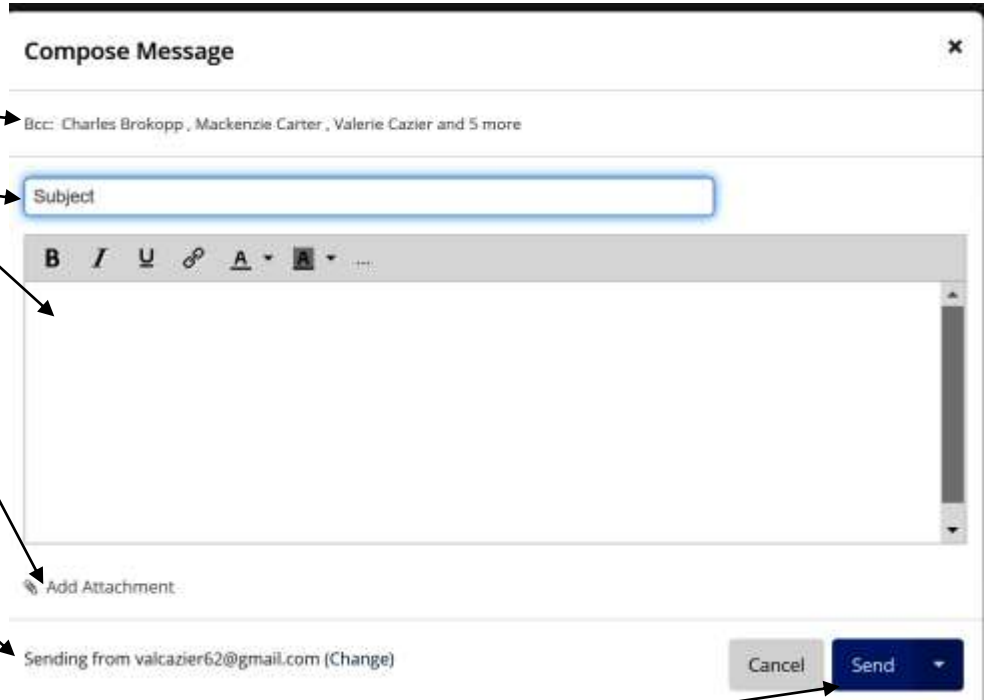
20. You just fill in the subject and the body of the email

21. You can add an attachment if you like

22. Notice that the email comes from your personal email address and not from the Democrats.

23. Any response will go to your email. (They can only Reply; they cannot Reply All)

24. When you finish, just click SEND



25. Even though we have over seven thousand voters listed, we only have 740 email addresses. These are available under the saved search called Democrats.

26. If you select a House District like 74 or a Senate District like 29, you will see only registered Democrats. They mostly do not have email addresses, but many of them do have correct mailing addresses and phone numbers.

27. When you click EXPORT, this new window will appear

28. You can choose to create an Excel file of all of your selected people. If you do choose to export all 7,000 people to Excel, you are responsible for keeping their information private. Please respect them.

29. For shorter listings, like the board or the delegates, you can choose to print a Directory.

30. When you click DOWNLOAD, your directory will show.

31. You can click on the Title before you print and change it to describe what people you are printing

