

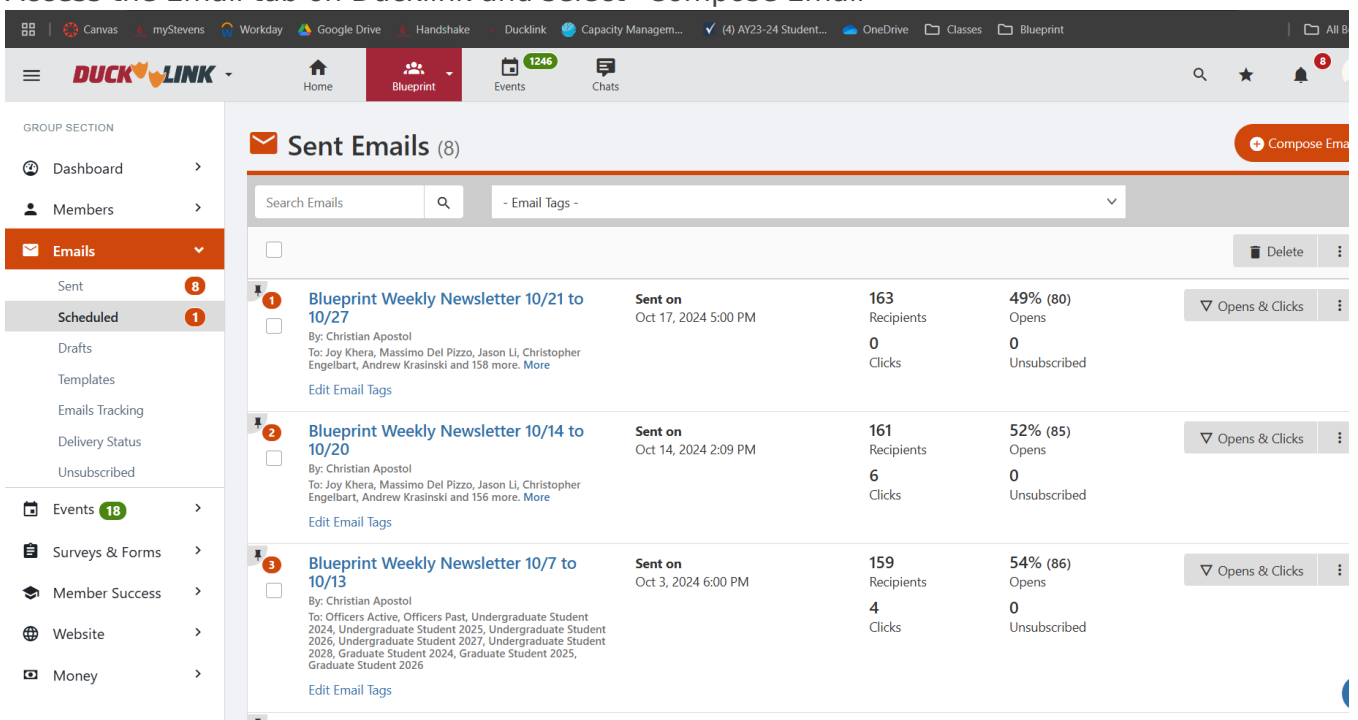
# Writing & Sending The Newsletter

**Every week we send a newsletter out to our members through Ducklink's Email Folder. The goal is to send the Newsletter on the Thursday or Friday before the advertised week, so that members have time to plan ahead. It should include**

- **Future GBMs & Events**
- **Office Hour Schedules**
- **Future Tech Team Meetings**
- **Announcements**
- **Weekly Recaps**
- **Links to Socials (Discord, Instagram, LinkedIn, Public Calendar)**




## Step-By-Step Guide For Writing the Newsletter

1. Access the Email tab on Ducklink and select "Compose Email"



2. Select the "MEMBERS" checkbox

# 1 Select recipients

<div>✕ <input checked="" type="checkbox"/> MEMBERS (164)</div> <div>&gt; <input checked="" type="checkbox"/> Officer (17)</div> <div>&gt; <input checked="" type="checkbox"/> Undergraduate Student (154)</div> <div>&gt; <input checked="" type="checkbox"/> Graduate Student (10)</div>	<div>✕ <input type="checkbox"/> CONTACTS (38)</div> <div>&gt; <input type="checkbox"/> Past Members (0)</div> <div>&gt; <input type="checkbox"/> Other Contacts (38)</div> <div> Officer  Current User  Alumni</div> <div>✕ TAGGED MEMBERS &amp; CONTACTS (5)</div> <div>&gt; Member Tags (0)</div> <div>&gt; Sub-Groups Tags (5)</div> <div>&gt; User Tags (79)</div>
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3. Select "Email Builder"
4. cc "sit.blueprint@gmail.com"
5. Follow this format for the title and make sure to select "group email" so that it sends from *blueprint@stevens.edu*. Otherwise the Newsletter will come from your personal Stevens email!

### 3 Choose a setup

Subject:

Blueprint Weekly Newsletter 9/16 to 9/22

"From" address:

☐ Christian Apostol - caposto1@stevens.edu ▼

☒ **Your group main email address** (blueprint@stevens.edu) ([Edit](#))

Introduction:

No Introduction ▼

 Add attachments

6. Select the NEWSLETTER TEMPLATE - It should have the Blueprint logo as a header. The template may change in the future.
7. Fill in the Template in with this week's Newsletter content, making sure to update all of the dates and times
8. Preview the email and/or send a test to yourself

### 8 Delivery options

Schedule email delivery, date:  Time:  :  EDT (GMT-4)

☒ Display default email footer

☐ Only display Unsubscribe link in footer

Send myself a test email

Preview it first...

Save as draft

Save and Send

9. Once everything looks good, feel free to send!

*Note: Ducklink is very glitchy, so it may sometimes crash or freeze. Check the "Drafts" section of the email tab and it will usually have your saved progress if this occurs.*

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Revision #1

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