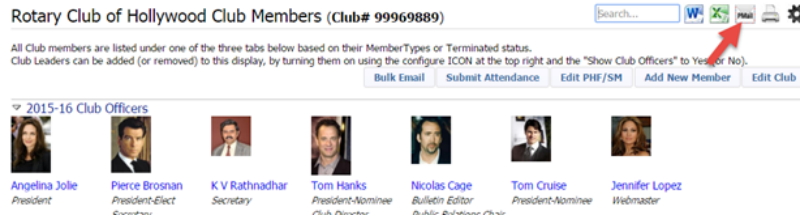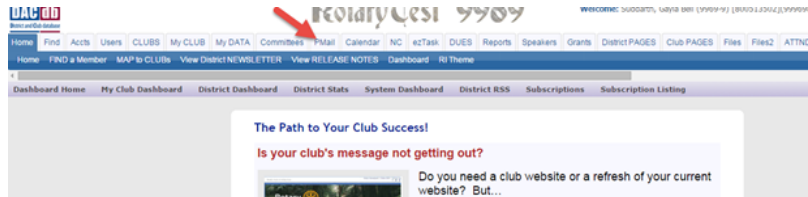**DACdb** (index.cfm) DACdb Help for Rotary District 6460

Use the "Search" field at the top right to search for a help topic.
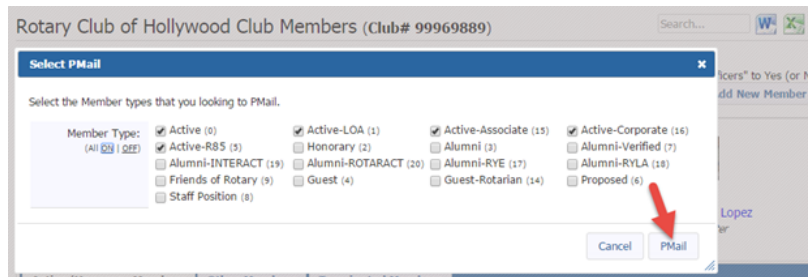
Compose, Save and Send a PMail

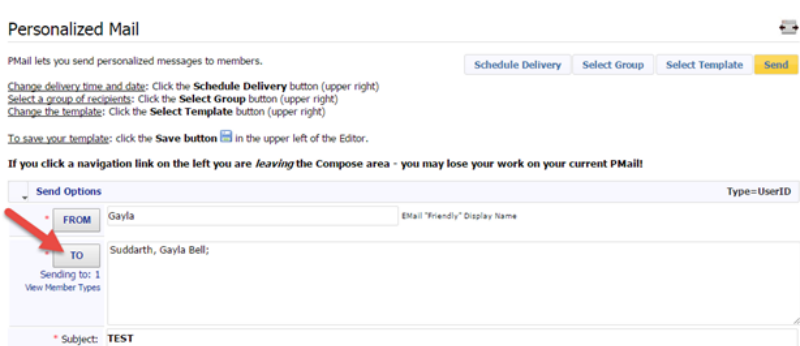1. Click on the PMail icon in the top right corner of most screens:

   or click on the PMail tab directly.

2. When using the PMail icon, select the type of member(s) to email as shown the screen shot below, then click the "PMail" button at the bottom right of the screen.

   When selecting the PMail tab directly, click on the 'To' button to select the email recipients.


3. Type your message in the box. The default email inserts the first name of the recipient. Format the colors, fonts, paragraph styles, etc. using the Editor tool bar.
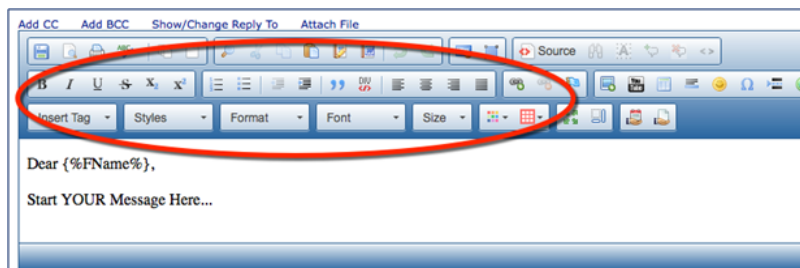

4. To save your message, click the disk button.
   It is recommended to save your progress every few minutes as you compose the message.

5. The Save Template screen will appear. Choose to save your message in a personal or Club folder (other officers may access). Give the message a name, and decide if this replaces a previous version. Click "Save" when finished.
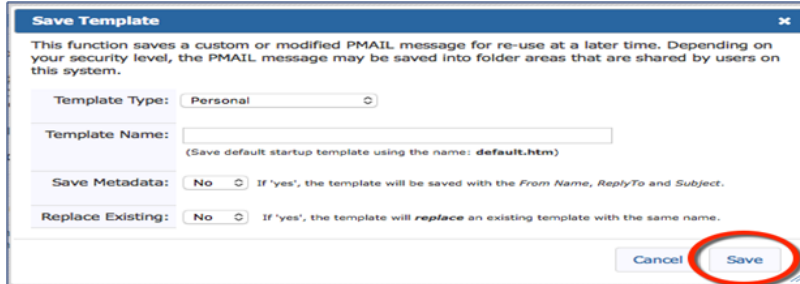
6. After your message is composed and ready for delivery, click "Send".
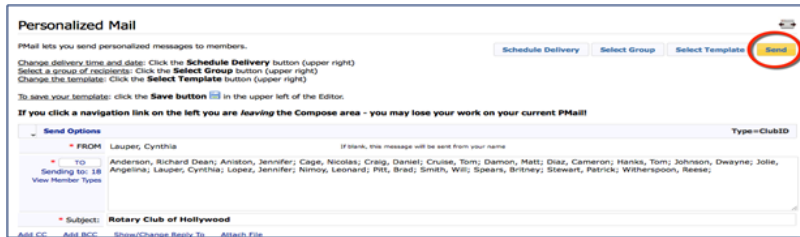
Tip: To PMail an individual, click the member's name to open the member record and find the PMail button in the top right corner.

Did you know… PMail can be immediately sent or scheduled for delivery. Also, Tags are fields that auto-populate with information. To add 'tags' to your message, click the 'insert tag' button in the message editor. Even though your template looks funny at first, the final product will be a personalized email to each recipient.