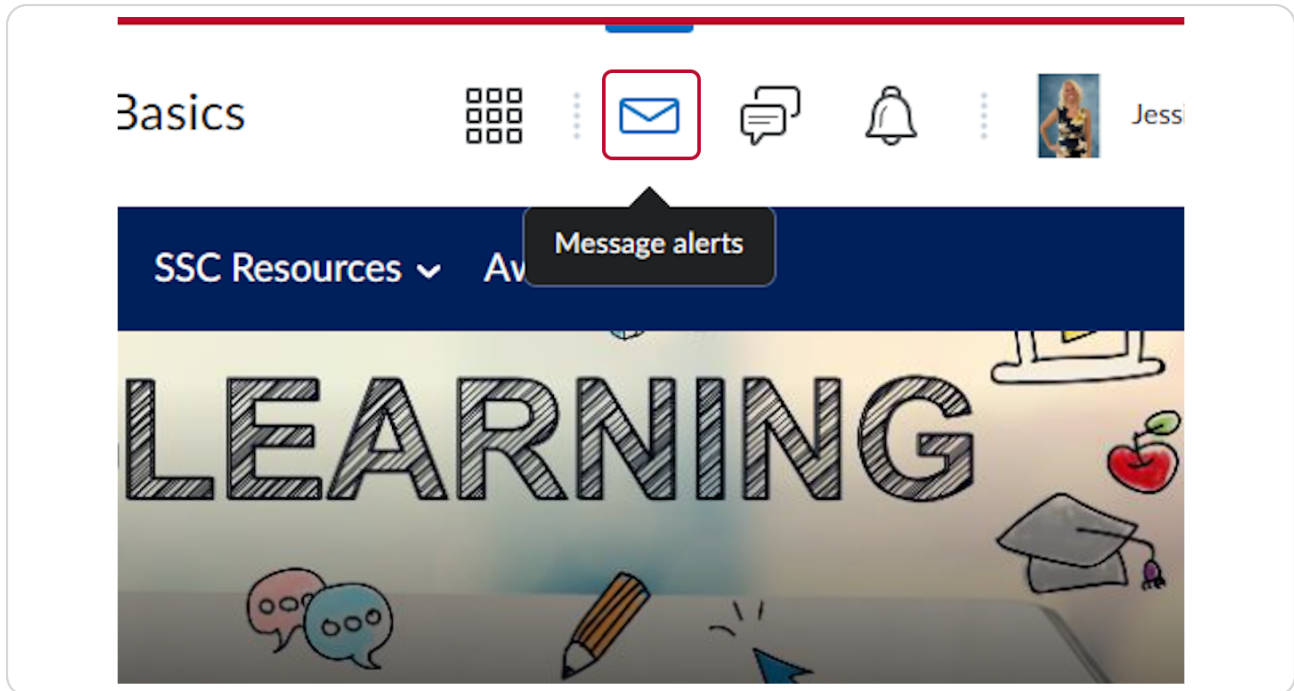


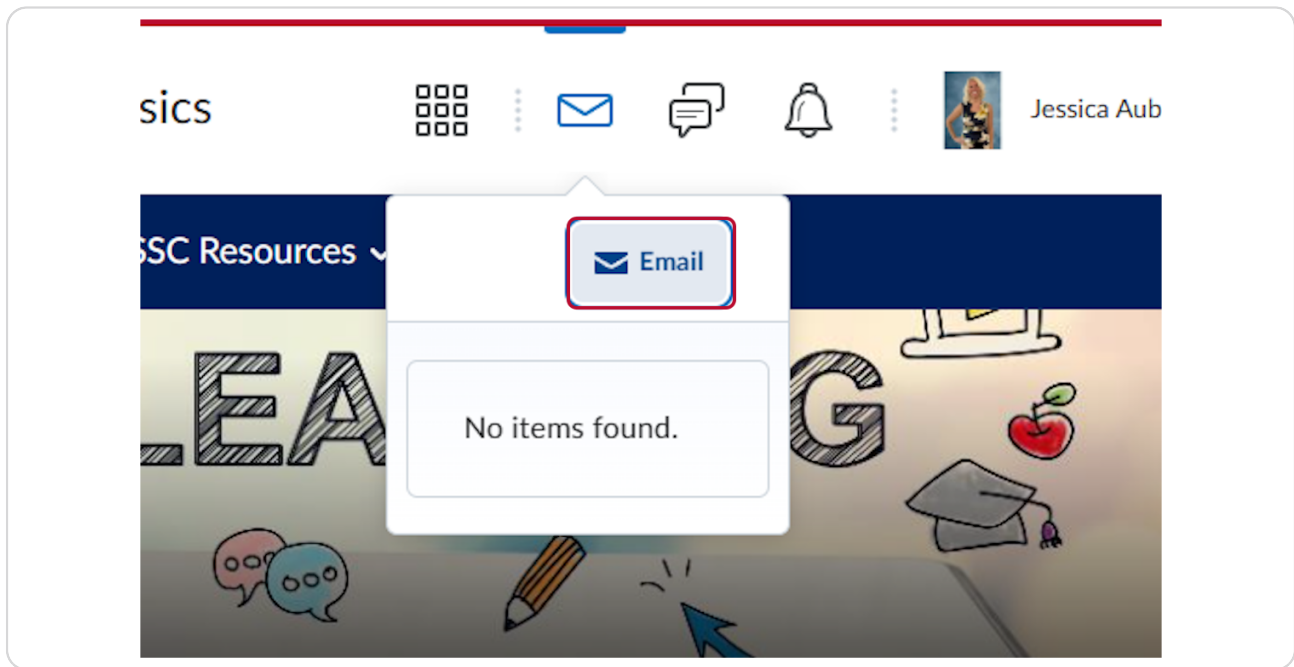
STEP 1

Click on tMessage alerts



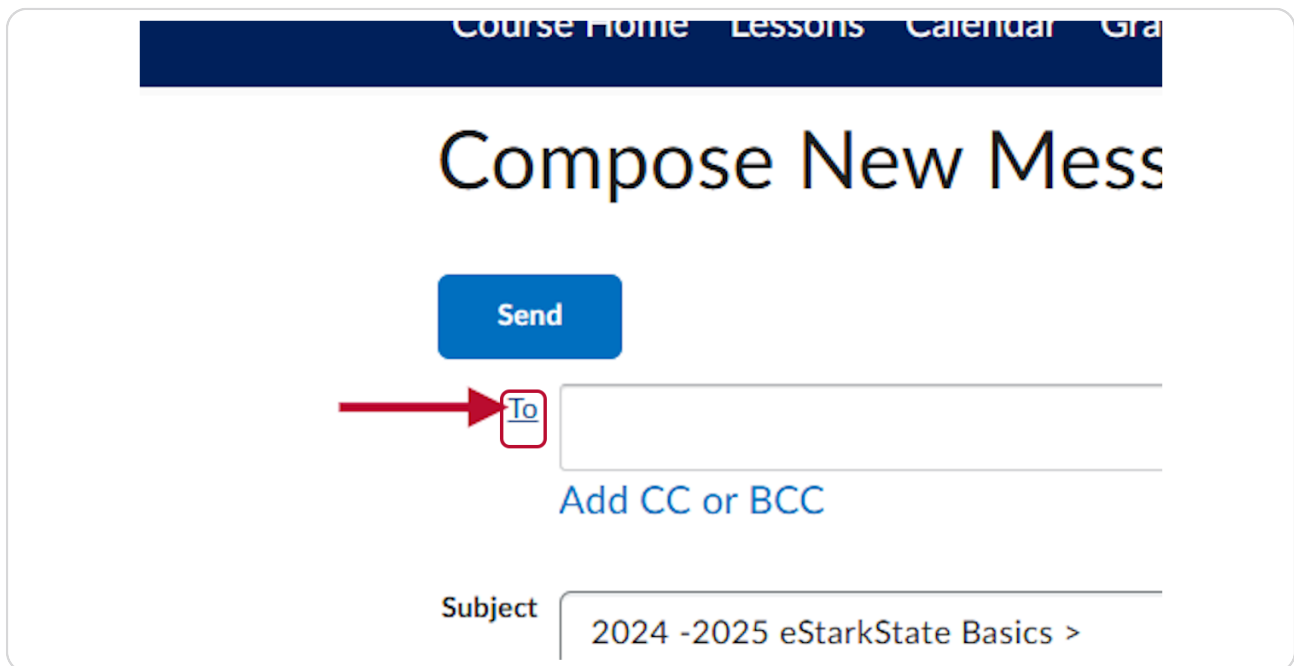
STEP 2

Click on Email



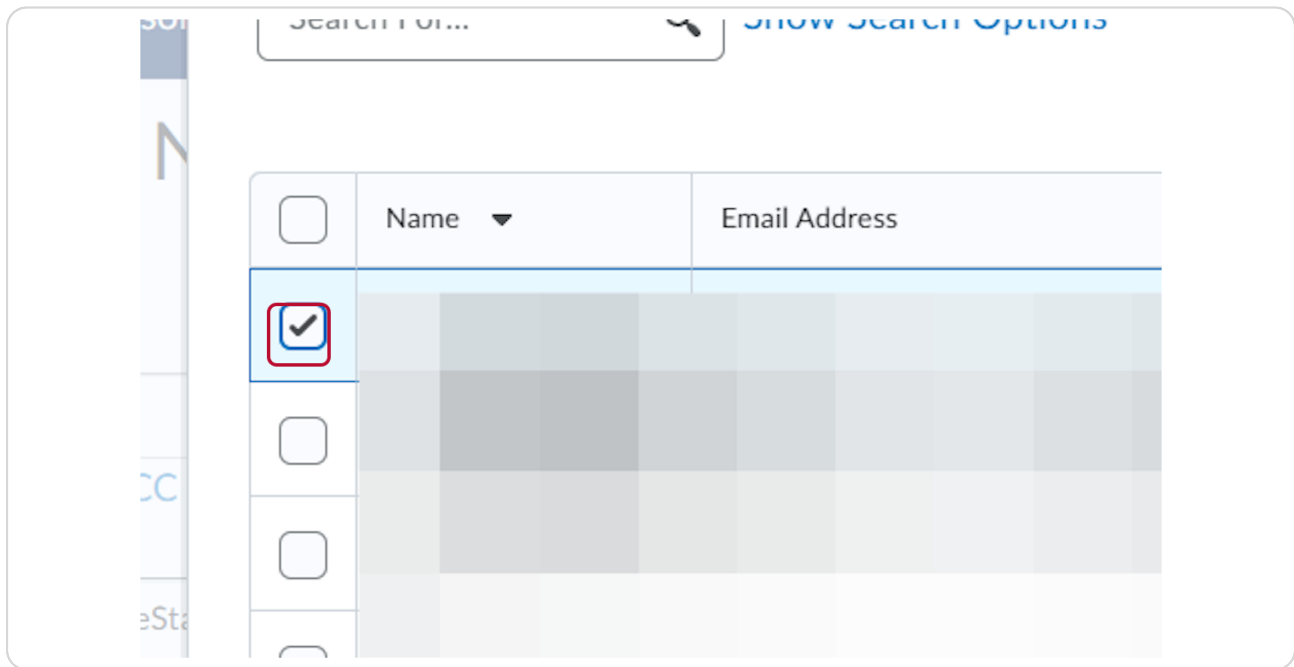
STEP 3

Click on To



STEP 4

Check the box by the name(s) of those you want to email



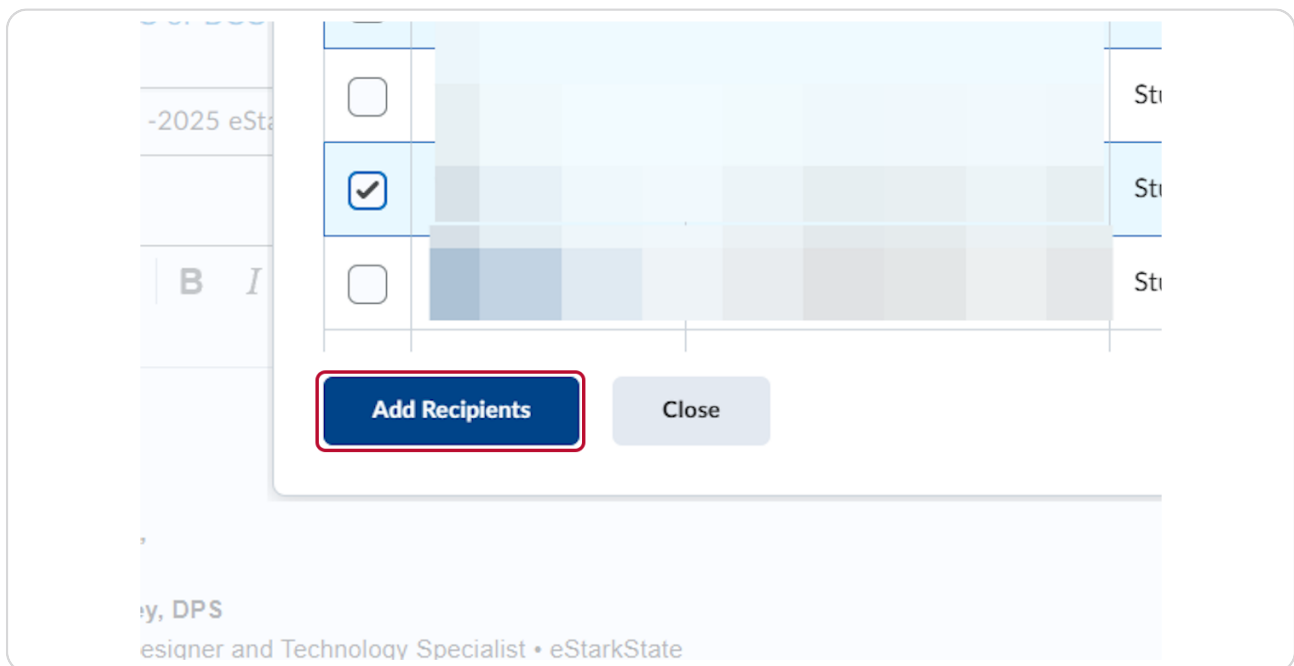
Search For...

Show Search Options

<input type="checkbox"/>	Name ▼	Email Address
<input checked="" type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

STEP 5

Click on Add Recipients



-2025 eSta

B I

<input type="checkbox"/>		Str
<input checked="" type="checkbox"/>		Str
<input type="checkbox"/>		Str

Add Recipients

Close

y, DPS

esigner and Technology Specialist • eStarkState

STEP 6

Compose your email and click on Send