

To email your group list

Log in to Beacon <https://www.u3abeacon.org.uk>

From the home page Click on [Groups](#)

Click on your group from the list.

Choose [Members](#) from the horizontal list across the top

Group Record — Mozilla Firefox

Group Record for [redacted]

Details Schedule **Members** Ledger

Select	Member No./Name	Address	Telephone	Mobile	Status	Leader
<input checked="" type="checkbox"/>	[redacted]	[redacted]	[redacted]	[redacted]	Current	remove - cancel leader

Do with selected | Send E-mail

1 members (0 selected)

Add member by name

- select member - Add

Add member by membership number

Separate numbers by commas

Add

Home - Groups List

Select who you want to email. (or click [select](#) on top or bottom left and choose [E-mail only](#))

Select [send email](#) from drop down box next to 'do with selected'

Then press 'do with selected'