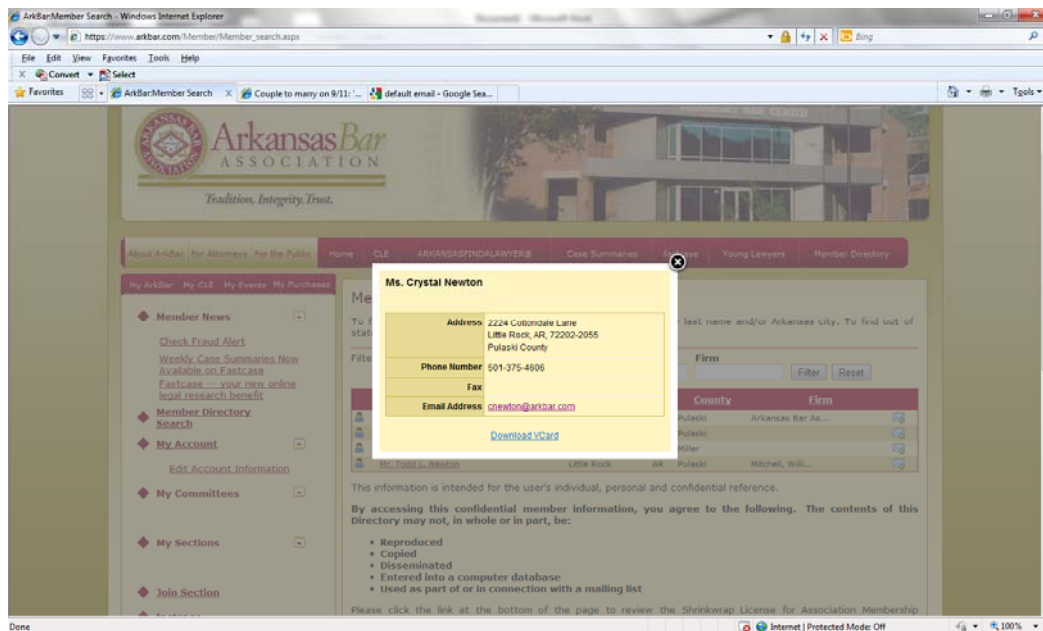


How to use the Email function on the Member Directory

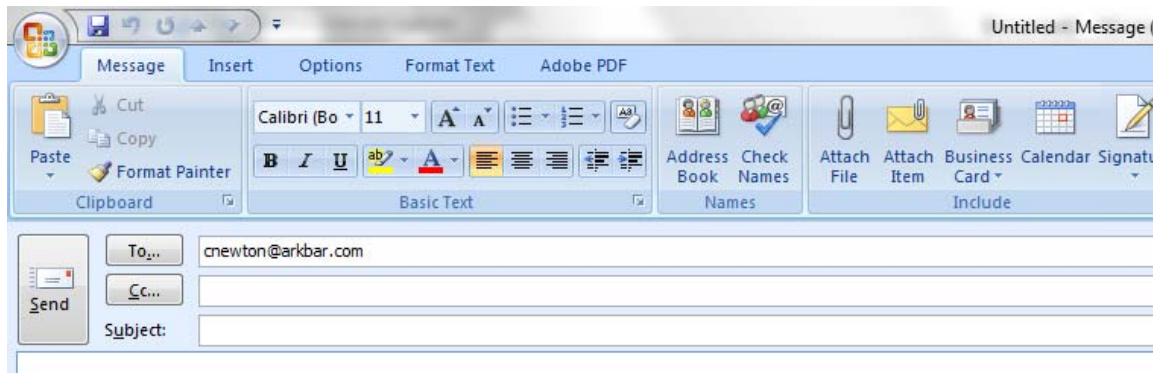
www.arkbar.com

Sending an email to one member

- 1) Search for the member that you would like to contact
- 2) Click the Name of the Member
- 3) The contact information for the member will appear on your screen



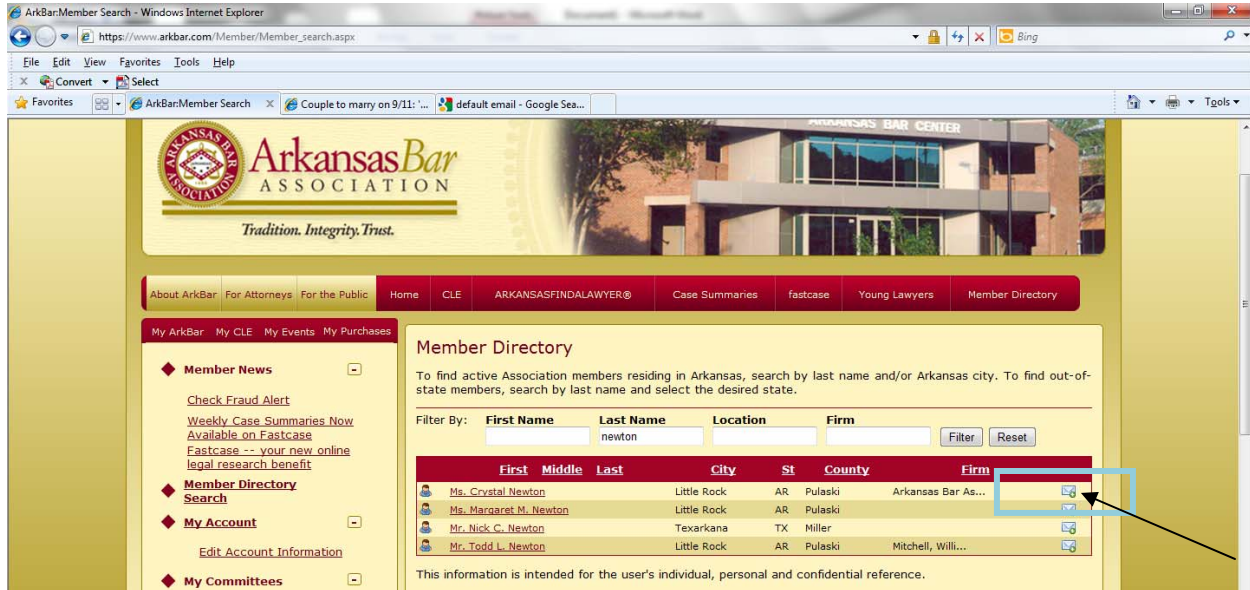
- 4) Click the email address on the contact card
- 5) A new email message will open in your default e-mail program (such as Outlook)
- 6) The member's email address will appear in the "To:" field of your new email message



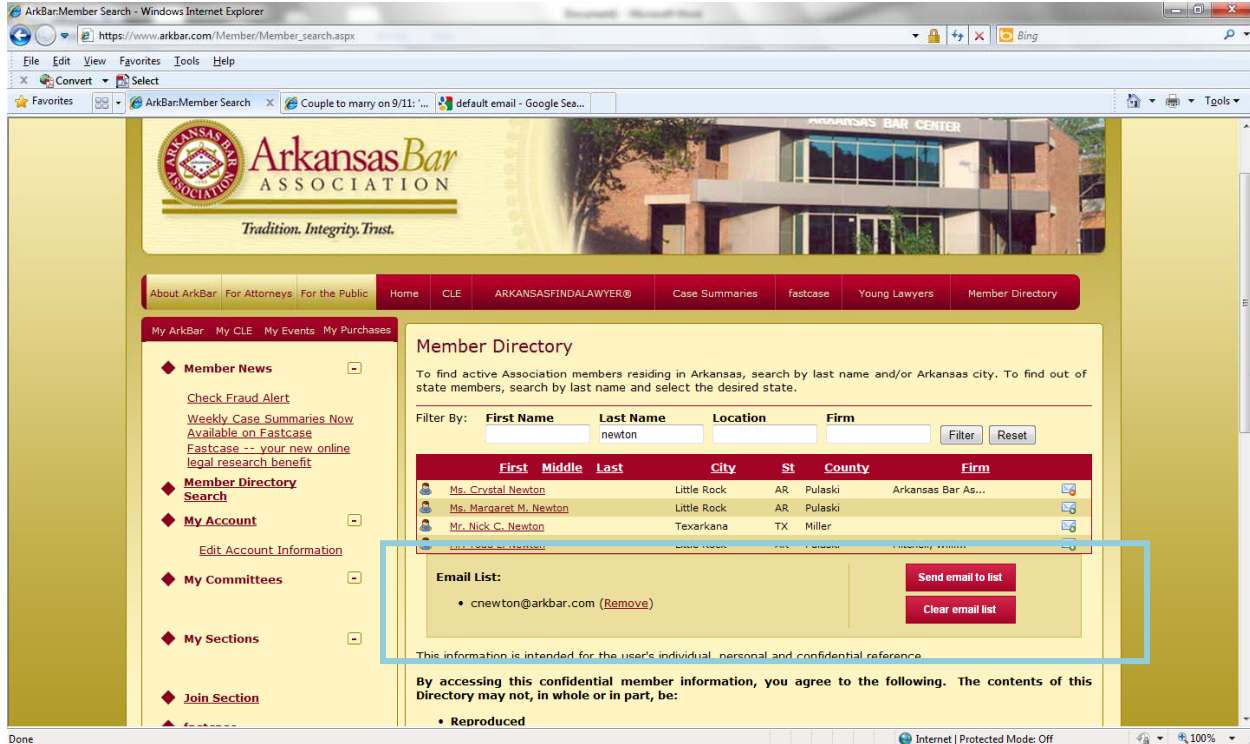
- 7) Draft your email in the new message window
- 8) When your email is finished, send the message (the message will be sent from your e-mail system, and a copy of the message stored in your Sent folder)

Sending an email to multiple members

- 1) Search for the first member that you would like to contact
- 2) Next to the firm name column for the member, there is an email icon – Click the Email Icon

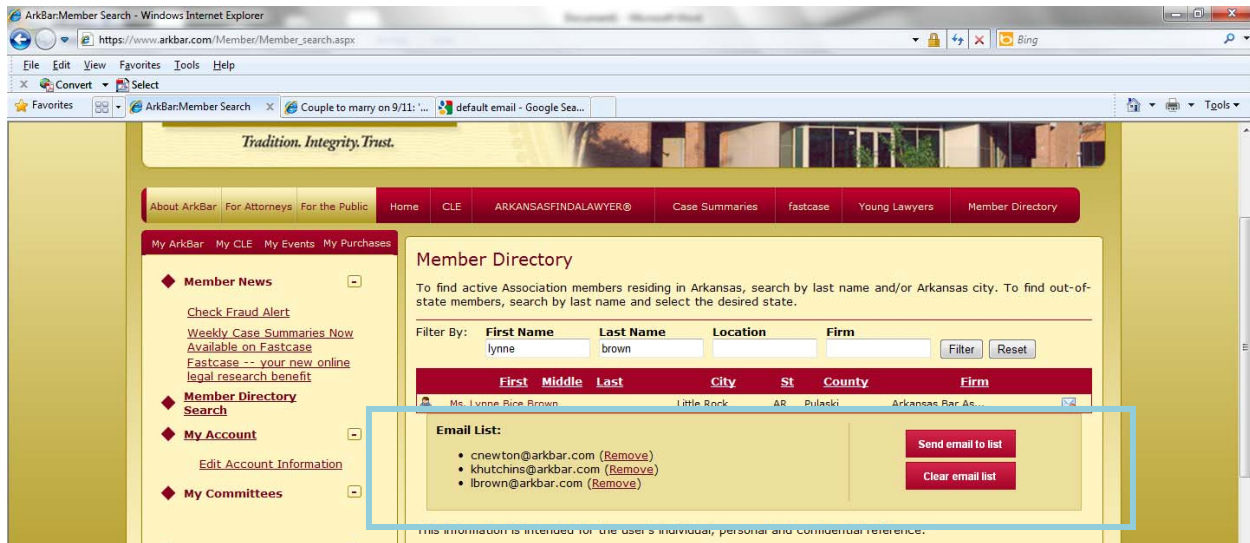


- 3) The individual's email address will be added to the Email List, appearing below the list of results



- 4) To add additional members to the Email list, search for the additional members, and click the "Email" icon next to their name

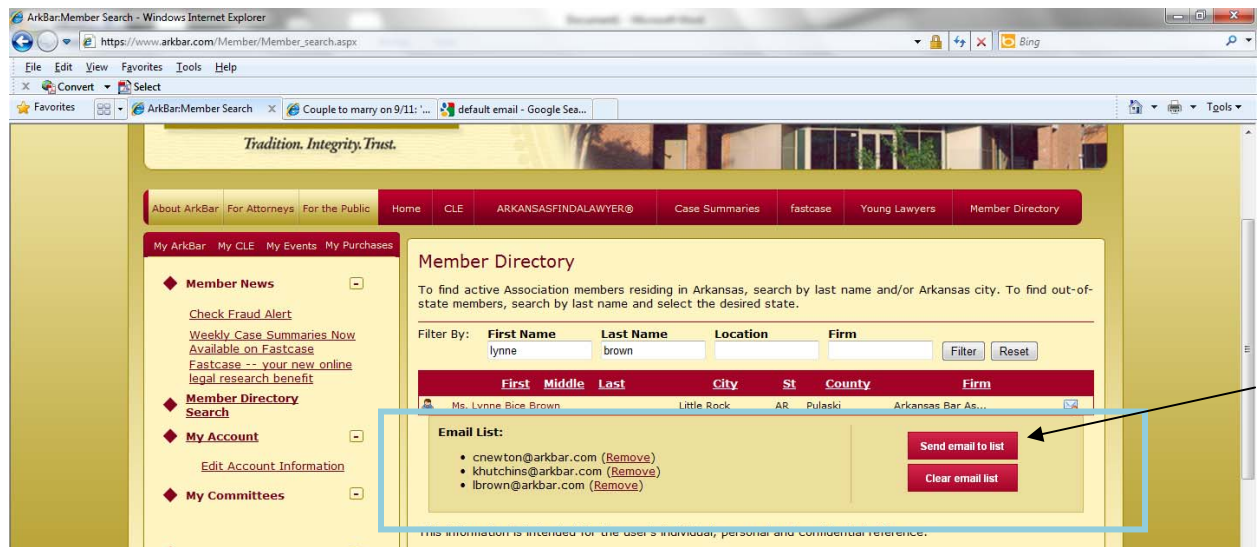
5) After all members have been added to your Email list, review the list



6) If a member is on the email list, and should not be included, click the “REMOVE” button next to their email address.

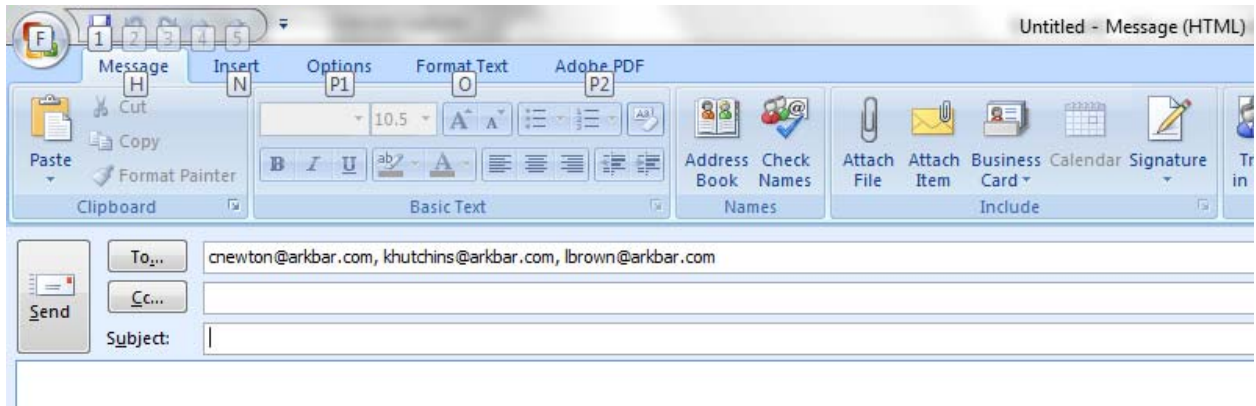
7) If you would like to remove all members from the email list, click the “Clear email list” button

8) Once the list is complete, and all members have been added, click the “Send Email to List” button



9) A new email message will open in your default e-mail program (such as Outlook)

10) All email addresses will appear in the "To:" field of your new email message *(if you want the email addresses in the CC or BCC line, you must copy and paste the address yourself)*



11) Draft your email in the new message window

12) When your email is finished, send the message (the message will be sent from your e-mail system, and a copy of the message stored in your Sent folder)