# USING GROUP EMAILS

There is a lot of confusion regarding Group Email addresses particularly after the blocking by Hotmail on <u>men@verwoodbowlingclub.co.uk</u>. Just to confirm, this is a Hotmail problem and only those who have a Hotmail account can fix it. I have currently installed a fix which seems to be working (I think?) but it is not ideal.

The problem we have is mainly to do with people using REPLY ALL to emails sent via a Group Email address. If this is done then the limitations with our email system holds back sending emails for an hour before trying to send them again. To make things worse, all sorts of error message ping back and forth to various email address which are in the Group Email. This is confusing not only to members but also various email systems which assumes a security issue and subsequently block the relevant email address as Hotmail have done.

I have given details about how to use these Group Email address before but it seems that not everyone has read them or perhaps forgot about it and certainly not told any new Committee Members how to use it?

Below is a guide on using these Group Email addresses:

### What is the email Limitation?

There is a restriction on emails sent with the VBC email system which is 100 emails per hour. This seems like and adequate number but let's take a look at the main email groups based on our current members contact list.

Management Committee <u>committee@verwwodbowlingclub.co.uk</u> 10 email addresses

Playing Men men@verwwodbowlingclub.co.uk 36 email addresses

Playing Ladies <a href="mailto:ladies@verwwodbowlingclub.co.uk">ladies@verwwodbowlingclub.co.uk</a> 14 email addresses

Social Members <a>social@verwwodbowlingclub.co.uk</a> 34 email addresses

That is 94 email address at this current time but with new members who have not yet been added to the Group Emails this may go over the 100 mark soon. This is the reason the emails are set in groups as it would be easy to have an <u>allmembers@verwoodbowlingclub.co.uk</u> group but using different groups is more specific and stops all other members receiving emails of no interest.

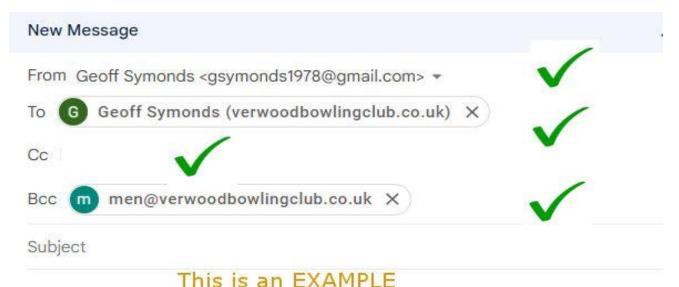
#### How to send a Group Email

- 1. In the TO Box: type your own email address eg. <u>gsymonds1978@gmail.com</u>
- 2. Now click on BCC Box: type the email group address eg. <u>social@verwoodbowlingclub.co.uk</u>
- 3. Now type a Subject in the Subject Box: eg. How to use Email Group
- 4. Now type your email and add any attachments if required.

By using the email client as stated above, those who receive emails from a group email will not be able to use REPLY TO ALL and therefore that problem goes away.

## Points to be Aware of

With the number of email addresses within certain email groups eg. <u>men@verwoodbowlingclub.co.uk</u> and <u>social@verwoodbowlingclub.co.uk</u> a total of 70 email address, this may affect transmission of emails should other people sent emails using the VBC email groups at the same time. If you have to send emails to both of these Group Emails please send them separately and at least one hour apart.



#### OTHER EXAMPLES

New Message	-	
From Geoff Symonds <gsymonds1978@gmail.com> -</gsymonds1978@gmail.com>	$\checkmark$	
To men@verwoodbowlingclub.co.uk ×	×	
Cc	ALC: NO. 10	
Bcc		
Subject		
This is an EXAMPLE		

