

## **PMail for Committee Chairs**

2017-18

Go to our website – [www.PortageRotary.org](http://www.PortageRotary.org)

Go to DACdb tab on upper right corner

Sign in to DACdb

Go to [Committees] on top menu bar

Page down to find Club Committees

Click on [PMAIL] - see tab on left of your Committee listing.

Your name appears in the [From] line (Do not change)

Your Committee people appear in the [To] line

Tab to the [Subject] line and complete the title of your message

Find “Start YOUR message here” and begin your message (type over is fine)

Option to schedule your posting by later date in upper menu bar then select [Schedule Delivery]

Templates are available if this content is redundant.

Current none are being used by our members.

\* If helpful, compose your message in a Word Program, do a spell check, then copy the text. Then paste the message into your Message body to expedite. You have a 45 second time limit in DACdb.