HOW TO SEND EMAILS

1. Once logged into your Participant Center, click on Send Email.

2. Under Configure, choose a topic in the grey section, and then select radio button. Click “Next” to compose.

Questions? Please find and contact your local Tour Staff here: www.diabetes.org/tour
3. Under Compose Message, you can update the template with personalized information, or just click

4. If email addresses are imported already, they will show in a list. Click the check box to select the recipient's email address, and click the “Next” button. To import or add contacts, click the “Import Contacts” or “Add Contact” button and follow prompts.

5. Preview your message. If it’s ready, click the red “Send” button. To make changes, click the red Compose button arrow under Compose Message along the top.

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