

Sending Documents in Emails

[Website - Getting Started](#)

- 1 Overview
- 2 Video
- 3 Content
- 4 FAQs
- 5 Best Practices
- 6 Downloadable Guide

Overview

Learn to add attachments to your **website emails**, such as PDFs, word documents, and more.

Use Case(s)

Clubs looking to send a **flyer** for an **event**, **monthly newsletter** or other **club documents**.

Video

This video provides an overview of how to use the **Document Upload** tool, and how to add email attachments.

Note: Sections of the video have been referenced below with corresponding times in the video for ease of access

Total Video (Length)	3:07		
Accessing Document Upload	0:04	Attaching Documents to Text	1:43
Uploading Documents	0:12	Previewing Attached Document	2:25
Securing/Unsecuring Documents	1:07	Attaching Documents to Images	2:34
Composing Emails	1:32		

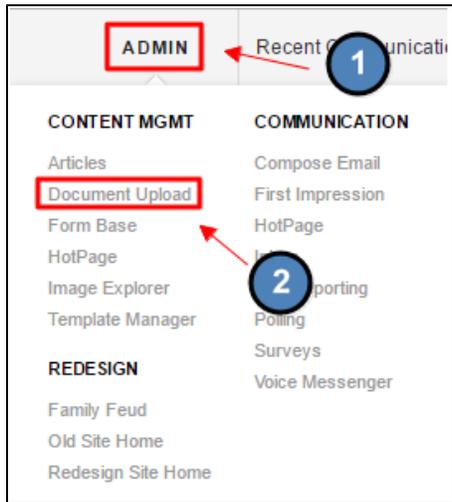
- [Uploading the Document](#)
- [Adding the Hyperlink](#)

Content

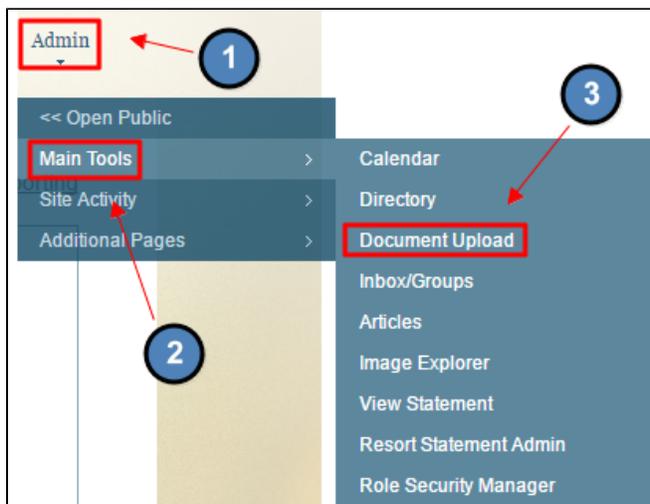
Uploading the Document

To access the **Document Upload**, follow the steps below depending on your access role.

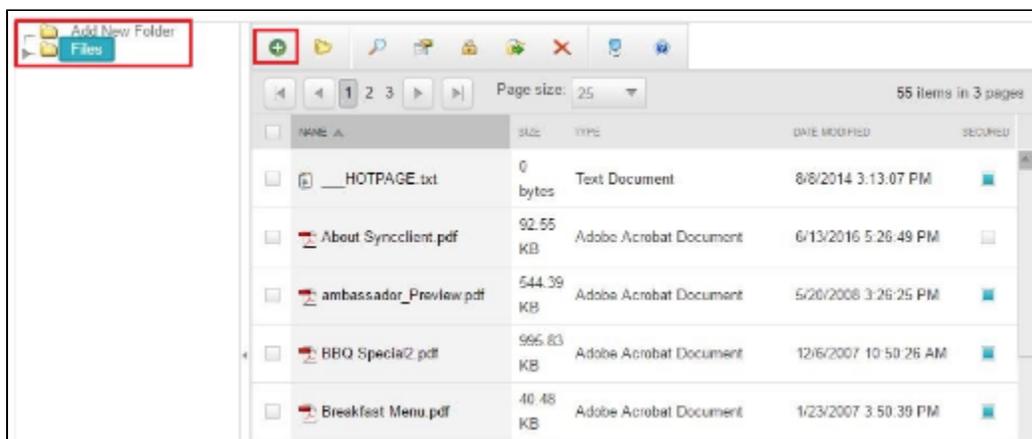
Admins, **hover** over **Admin > Document Upload**.



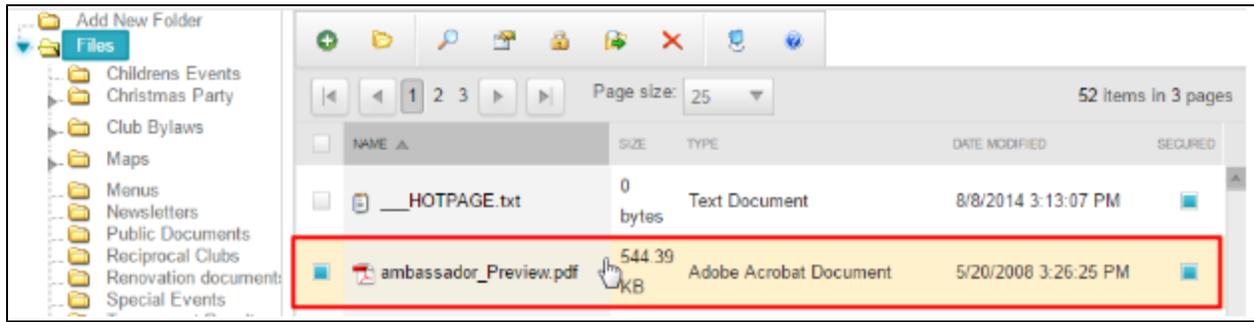
Editors, hover over Admin in the main navigation > Main Tools > Document Upload.



Select the folder you wish to upload into or click “Add New Folder” at the top to add more. Click the green plus button sign to upload a document.

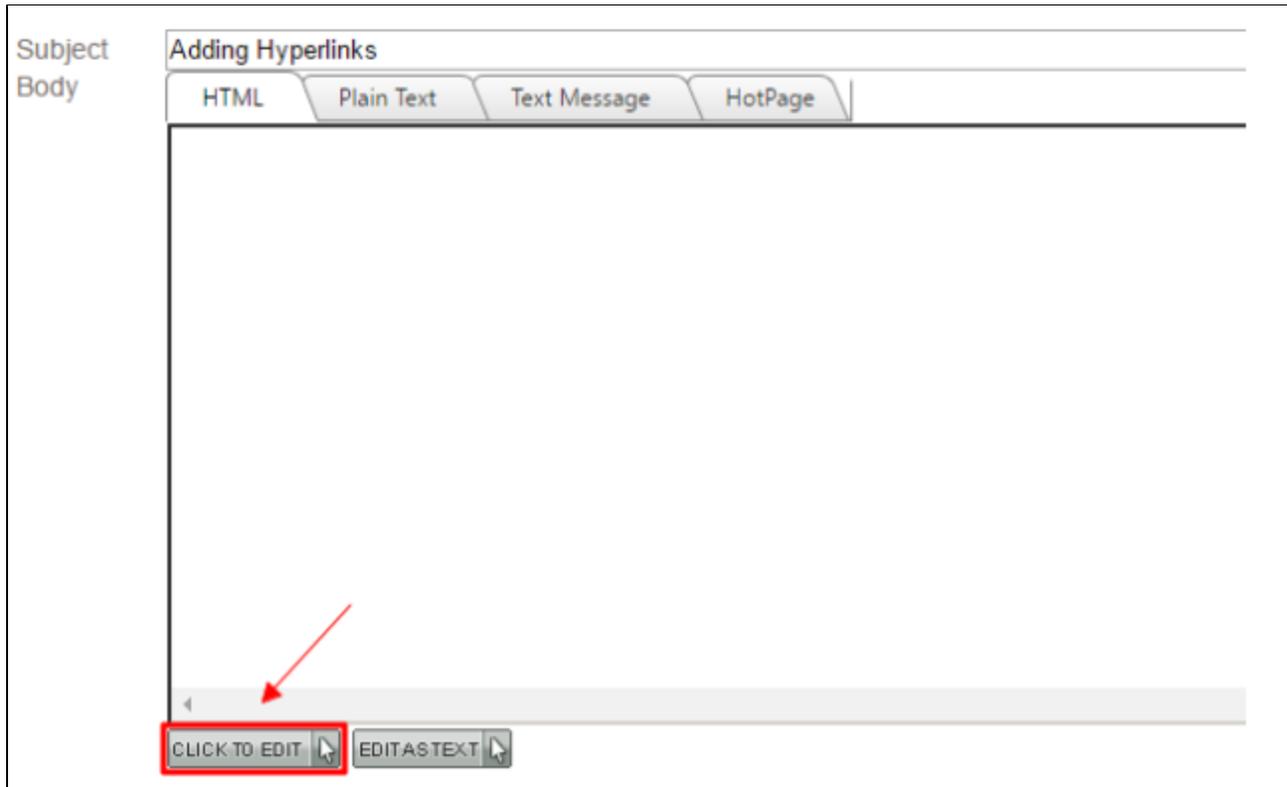


Select the document(s) you want to upload.

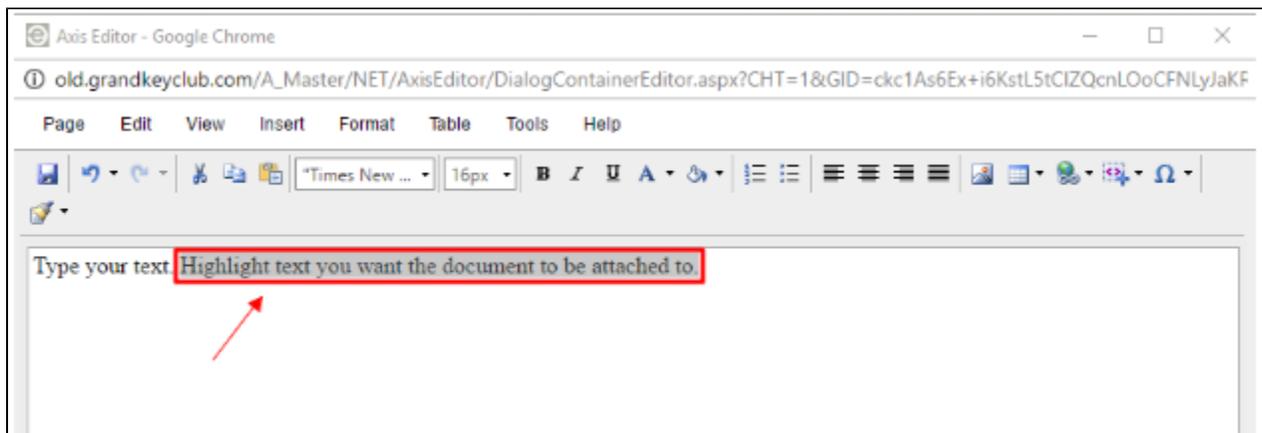


Adding the Hyperlink

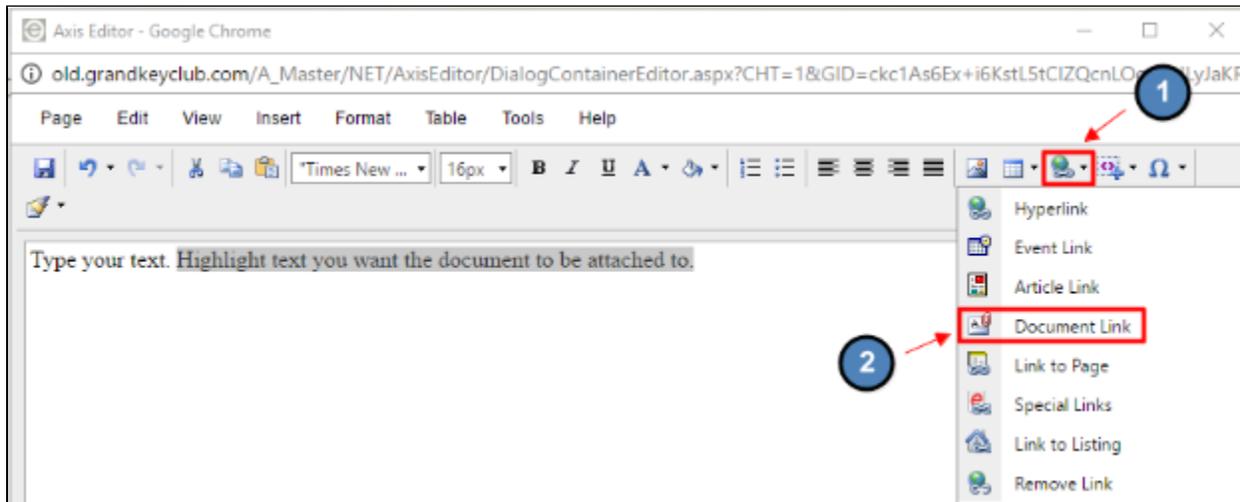
Open the Editor to edit the content of the email, and begin composing the email.



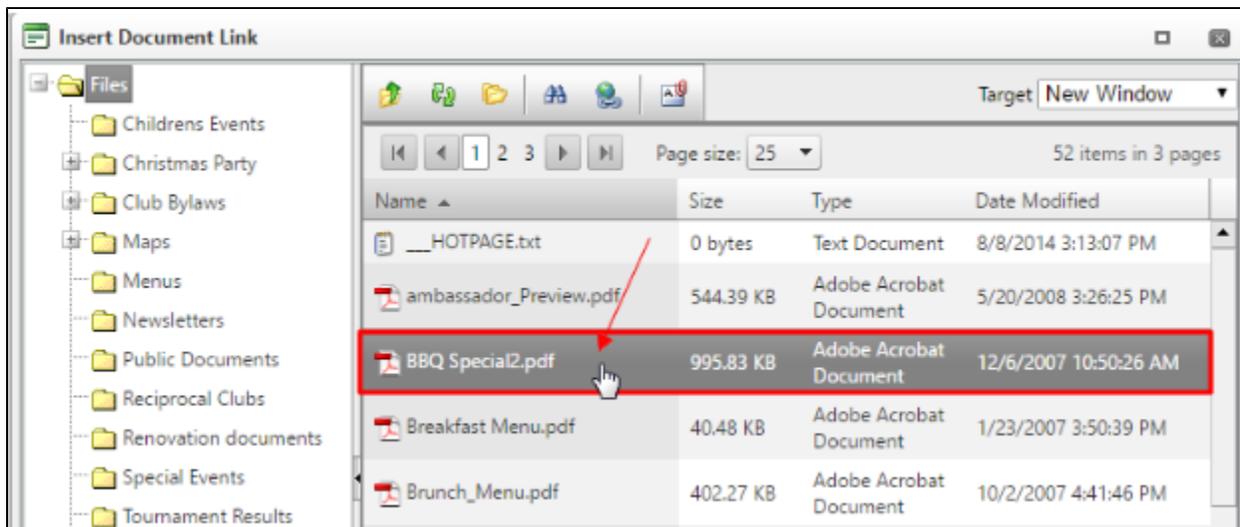
Highlight the text you would like to make open the document.



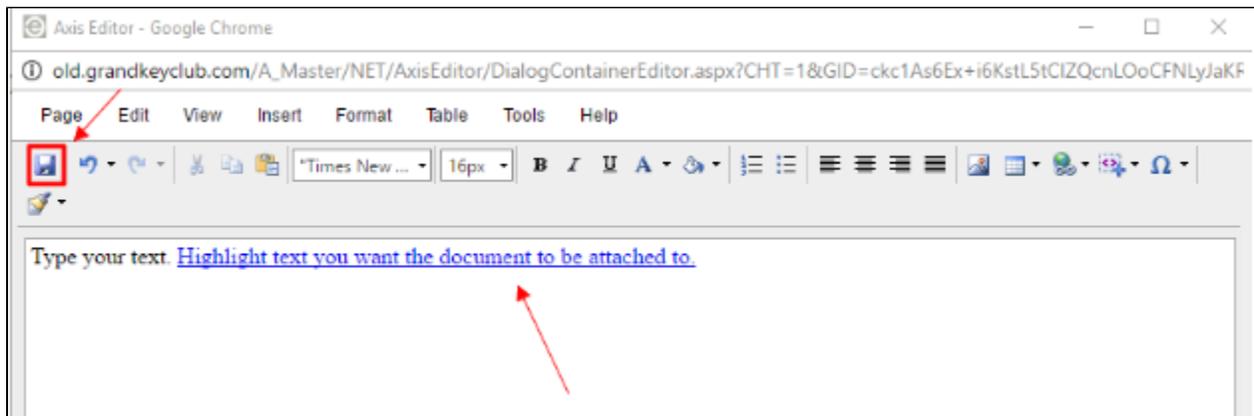
Click the “Hyperlink” button on the right side of the toolbar, and select Document Link option.



Double Click the document you want to link.



This will attach the document in the email. Click Save to continue with the steps of sending an email.



FAQs

Q: How can I make it so members don't have to **login to view the document**?

A: Going back to the **"Document Upload"** in the **"Admin"** bar you can **unselect** the **box** on the right of the **document** labeled **"Secured"**. When a **document** is set as **secured** it **requires a login to view it**.

Q: Can I use an **image** instead of text to link to the **document**?

A: Yes, just select the image instead of text and follow the same instructions for adding a **hyperlink**.

Best Practices

1. If you're sending a document that has secure information, it will be best to keep the document secured so members must login to view it. This should reduce the chance of the member forwarding the email to a non-member. (Note, documents can still be downloaded and saved).
2. If you must send longer content via email, try putting the content into a document or PDF. This way, members may download the document or PDF, instead of reading a lengthy email.

Downloadable Guide

[Sending Documents in Blast Emails](#)

[Back to Getting Started](#)