

Instructions for the Committee Contact Management Console:

- 1) The Committee Management Console is located in the center of the CSTE **"Members Only"** area. Choose a selection from the drop down menu to view a Committee.
- 2) You should have two tables that are populated with members of the group chosen. On the left side you will find **"All"** members of the group. On the right side you will find only the **"Active"** CSTE members listed.
- 3) To email the **"All"** members group, select the button atop the left side list labeled **"Email All Members"**. This will launch a new email window from your email application. The **"To"** Field and the **"Bcc"** Field should be filled in automatically with the appropriate email addresses.
- 4) To email the **"Active"** members group, select the button atop the right side list labeled **"Email Active Members"**. This will launch a new email window from your email application. The **"To"** Field and the **"Bcc"** Field should be filled in automatically with the appropriate email addresses.
- 5) You can navigate back to the **"Members Only"** section by clicking the link **"Members Only"** on the left hand navigation bar or by clicking the **"Back"** button atop your browser window.

Thanks,

CSTE
IT Department