



Using the contact list to email chapters, members, and parents is essential for effective communication. As a business and sisterhood, we strive to communicate thoroughly. The sorority updates the contact list twice a year. During these updates, we add, remove, correct, and change members' and sorority emails and contact information.

What we update includes:

- Address
- Chapter information
- Membership status
- Committees
- Positions

Please remember to send a screenshot of yourself drafting the email as you complete this task.

Task: Write the Steps to using the contacts and attach a screenshot of yourself drafting the email as you complete this task.

Step 1:

Step 2:

Step 3:

Step 4:

Step 5:

Step 6:

Step 7:

Step 8:

New Message ✖

To \_\_\_\_\_ Cc Bcc

Subject \_\_\_\_\_

Humbly Submitted,

**AKΩ Operations Team**  
*Unleashing Our Potential*  
 #Ikojustblaze

Please consider the environment before printing this email

*"The information transmitted is intended only for the person or entity to which it is addressed and of, or taking of any action in reliance upon this information by persons or entities other than the ..."*



New Message ✖

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Select contacts

Select All Manage labels **Chapter**

CHAPTER (52)

- Alpha Beta Alpha2577beta@gmail.com
- Alpha Chapter Alphachapter2577iko@gmail.com
- Alpha Chi Chapter alphachi2577@gmail.com
- Alpha Delta Alphadelta2577@gmail.com
- Alpha Epsilon Alphaepsilon2577@gmail.com

Select contacts

Select All Manage labels **Chapter**

CHAPTER (52)

- Alpha Beta Alpha2577beta@gmail.com
- Alpha Chapter Alphachapter2577iko@gmail.com
- Alpha Chi Chapter alphachi2577@gmail.com
- Alpha Delta Alphadelta2577@gmail.com
- Alpha Epsilon Alphaepsilon2577@gmail.com



Select contacts

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- Alpha Epsilon Alphaepsilon2577@gmail.com

**Beta Eta**

- Beta Gamma
- Beta Theta
- Beta Zeta
- Board
- Chapter**
- Chapter President
- Chapter Vice-Presi...
- Chi Chapter
- Committee Chair
- Conference Comm...
- Crystallite Parents
- Delta Chapter
- Epsilon Chapter
- Eta Chapter
- Founder
- Future Parent



Select All Manage labels **Chapter**

CHAPTER (52)

- Alpha Beta Alpha2577beta@gmail.com
- Alpha Chapter Alphachapter2577iko@gmail.com
- Alpha Chi Chapter alphachi2577@gmail.com
- Alpha Delta Alphadelta2577@gmail.com
- Alpha Epsilon Alphaepsilon2577@gmail.com
- Alpha Eta Alphaeta2577@gmail.com

Select All Manage labels **Chapter**

CHAPTER (52)

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- Alpha Chi Chapter alphachi2577@gmail.com
- Alpha Delta Alphadelta2577@gmail.com
- Alpha Epsilon Alphaepsilon2577@gmail.com

52 selected **Insert**



Draft saved

To Alpha Beta (Alpha2577beta@gmail.com) ✕

Alpha Chapter (Alphachapter2577iko@gmail.com) ✕

Alpha Chi Chapter (alphachi2577@gmail.com) ✕

Alpha Delta (Alphadelta2577@gmail.com) ✕

Alpha Epsilon (Alphaepsilon2577@gmail.com) ✕

Alpha Eta (Alphaeta2577@gmail.com) ✕

Alpha Gamma (alphagammalko@gmail.com) ✕

Alpha Iota (alphaiota2577@gmail.com) ✕

Alpha Kappa (alphakappa2577@gmail.com) ✕

Alpha Lambda (alphalambda2577@gmail.com) ✕

Alpha Mu Chapter (alphamu2577@gmail.com) ✕

Alpha Nu Chapter (alphanu2577@gmail.com) ✕