



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

You Tube f i l n t w E

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

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Select contacts

Search for contacts

Select All Manage labels Chapter

CHAPTER (52)

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

Select contacts

Search for contacts

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AKO Alpha Epsilon	Alphaepsilon2577@gmail.com
AKO Alpha Eta	Alphaeta2577@gmail.com

Select All Manage labels Chapter

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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

AKO Alpha Beta (Alpha2577beta@gmail.com) X

Alpha Chapter (Alphachapter2577iko@gmail.com) X

AKO Alpha Chi Chapter (alphachi2577@gmail.com) X

AKO Alpha Delta (Alphadelta2577@gmail.com) X

AKO Alpha Epsilon (Alphaepsilon2577@gmail.com) X

AKO Alpha Eta (Alphaeta2577@gmail.com) X

AKO Alpha Gamma (alphagammalko@gmail.com) X

AKO Alpha Iota (alphaiota2577@gmail.com) X

Alpha Kappa (alphakappa2577@gmail.com) X

Alpha Lambda (alphalambda2577@gmail.com) X

Alpha Mu Chapter (alphamu2577@gmail.com) X

Alpha Nu Chapter (alphanu2577@gmail.com) X