

## How to address mail to the MBMAG membership

To send mail to the Monterey Bay Metal Arts Guild members, you must adhere to the following directions:

1. In the **TO:** line, address to [announce@mbmag.org](mailto:announce@mbmag.org)
2. In the **SUBJECT** line, state the topic; for example, Arlene Fisch Lecture, or Upcoming Workshop with Betty Helen Longhi or Entry forms for Moments in Metal
3. In the **body of the email**, craft a short descriptive email addressed to the members of the guild: for example:

Join us for an evening lecture by Donald Friedlich including .....

This email should be designed to either convey all your information if it is relatively brief, or be an invitation to open the attachment, which will have complete information, etc.

4. To include an **ATTACHMENT** , you need to save it in PDF form on your own computer. A PDF document will retain the formatting you want. In addition, anybody can open a PDF.

When you send your email to [announce@mbmag.org](mailto:announce@mbmag.org), it will be screened by a moderator whose sole purpose is to eliminate ads that would not be suitable for our membership. The moderator will return your email to you for revision if it doesn't follow the above guidelines. The moderator **will not edit** your message.

Finally, if you wonder how your email might look to the recipients, send it to yourself first as a test. If it looks good, send it on to [announce@mbmag.org](mailto:announce@mbmag.org)

Below you will see a screenshot of a sample email.

