



## MACTA Communications Cheat Sheet

***MACTA NEWS BLASTS are sent ONLY to MACTA Members***

1. To send a MACTA News Blast, you first need to sign into the MACTA Login section (found lower left of homepage).
  - a. You can email Carrie Hanson at [carrieh@alextech.edu](mailto:carrieh@alextech.edu) if you have forgotten what your user and password are.
2. Once you have logged in, you will see the two links for sending an email to all MACTA members:
  - a. **The first link** will open up into Outlook and will list your email address as the one being sent to and all MACTA members will be listed in the BCC section.
    - i. The subject line will always read as: “***MACTA Members News Blast***”. You can change this if you wish.
  - b. **The second link** will open up a list of all MACTA members email contacts which you can copy and paste into whatever webmail you are using.
3. If you have any questions or issues, please contact Carrie Hanson.