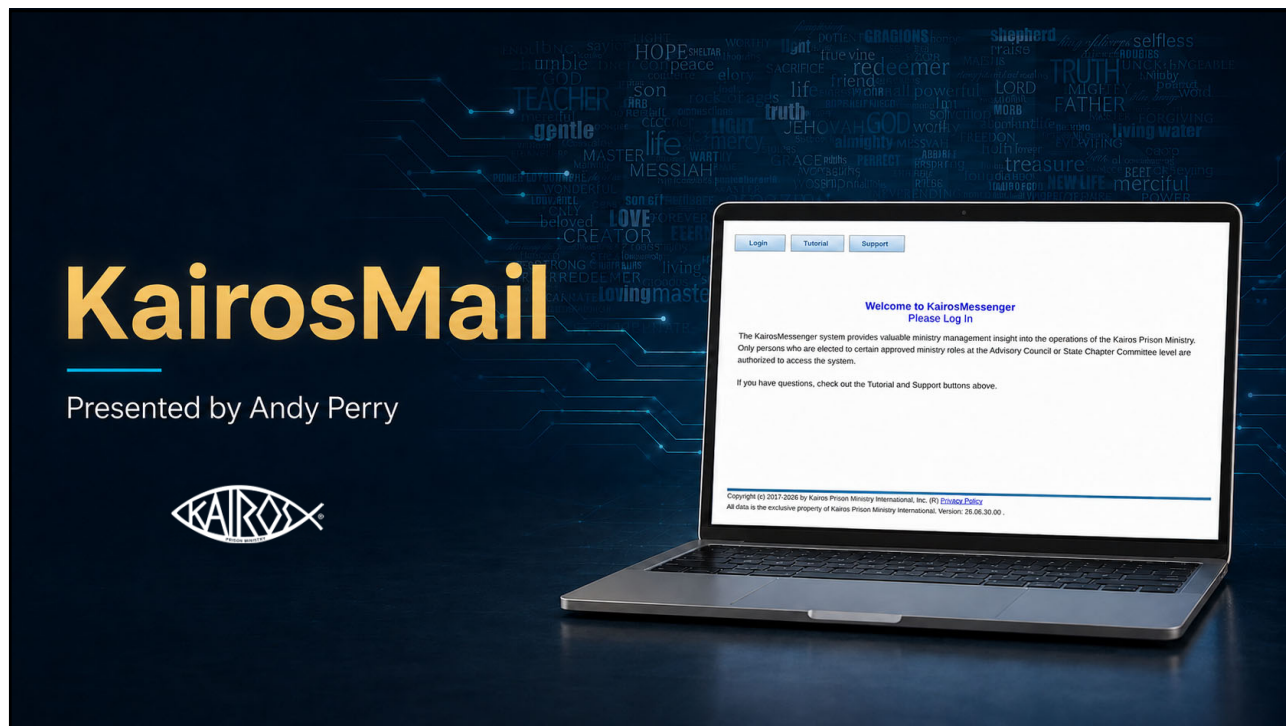




1

KairosMail - Overview

- KairosMail is the primary means of communication in Kairos
- It is vital that bad or missing email addresses are updated before you start large mailings
 - If you notice lots of orange highlighted emails or blanks
 - Can only be done by Secretary or Data Coordinator of the Advisory Councils
- You can choose from multiple tabs to create mailing lists (Volunteers, Advisory Council, State Chapter, etc.)
 - What group you can email to is based on what role you have
 - If your job description says you need to contact Volunteers, then you will have access to them

2

KairosMail - Overview

- Best Practices for Email
 - Don't send emails on the first of the month as the KPMI Newsletter is being sent
 - If you're sending a large mailing send it late in the evening
 - Limit Emails to Important Communication
 - Overcommunicating can cause email fatigue – people will mark as junk/spam
 - Should Not Be Multiple People Sending Daily email
 - Coordinate with Advisory Council

3

KairosMail - Overview

- Before you get started consider writing your email in a document so you can copy and paste text
 - System logs you out after 30 minutes of inactivity
 - There is no way to temporarily save the email you are writing
- If some people say they never got it, have them check their spam/junk folder
 - Have them add Advisory_Council@mykairos.org and State_Chapter@mykairos.org to their safe sender list and as contact in their address book
 - To add someone to your safe senders list, go to your email provider's settings or junk mail menu. In Microsoft Outlook, open **Settings**, select **Junk email**, and add the address under **Safe senders and domains**. In Gmail, create a filter via **Settings > Filters and Blocked Addresses** and check **Never send it to spam**.

4

KairosMail – Create Email List

- Select “Create Email List” from Email menu
- If you want a specific Advisory Council make the selection first or leave blank to go to all (State option only)
- Click Tab for the “type” of recipient (ie Volunteer, Advisory Council, etc)
 - You can select from multiple tabs
 -  on Tab indicates selections to included in list

 on a Tab indicates there are selections on the Tab that will be included in your generated list.' Below this is a row of tabs: 'Volunteers' (highlighted with a green checkmark), 'Donors', 'Advisory Council', 'State Chapter', 'Prison Admin', and 'Facility'. A message says 'Must click a Template selection.' followed by a 'Mail List Template' dropdown menu with options: 'Active Volunteers', 'All Volunteers', 'Inactive Volunteers', and 'Prospective Volunteer'. At the bottom, there are three buttons: '1. Build New Mailing List', '2. View New Mailing List', and '3. Create & Send the Email'. A red note next to the first button says: 'Builds New List Based on Your Selections in  Checked Tabs (Only tabs with the checkmark will be used to create your list)'." data-bbox="507 125 852 426"/>

5

KairosMail – Create Email List

- Click the Desired Mail Template List on Left to See Filter Options
 - Even if you see the option highlighted you must click on the option to see the filters

 on a Tab indicates there are selections on the Tab that will be included in your generated list.' Below this is a row of tabs: 'Volunteers' (highlighted with a green checkmark), 'Donors', 'Advisory Council', 'State Chapter', 'Prison Admin', and 'Facility'. A message says 'Must click a Template selection.' followed by a 'Mail List Template' dropdown menu with options: 'Active Volunteers', 'All Volunteers', 'Inactive Volunteers', and 'Prospective Volunteer'." data-bbox="193 679 799 860"/>

6

KairosMail – Create Email List

- Filter by Desired Group
 - [Other AC Vols] are Volunteers that Serve on Weekends but Belong to Another Advisory Council
- Add Additional Recipients from Other Tabs

The ☒ on a Tab indicates there are selections on the Tab that will be included in your generated list.

☒ Volunteers Donors Advisory Council State Chapter Prison Admin Facility

Must click a Template selection.

Mail List Template

Active Volunteers

Prospective Volunteer

All Volunteers: ☒ Yes

Active Volunteers: ☐ No

Inactive Volunteers: ☐ No

Other AC Vols: ☒ Yes

Prospective Vol: ☒ Yes

Customize your list by checking/unchecking buttons below.

7

KairosMail – Create Email List

- Can Include Multiple Tabs
- Read red type on screens, it contains important information
- You must enter current election year
- You Can Select Specific Roles for Advisory Council or State Chapter
- All Member Includes Officers and Optional Roles
- Officer Include 13 Elected Positions
- Click Build Mailing List button

The ☒ on a Tab indicates there are selections on the Tab that will be included in your generated list.

Volunteers Donors ☒ Advisory Council ☒ State Chapter Prison Admin Facility

Must click a Template selection.

Mail List Template

AC Officers

All AC Members

Election Year: 2022 Must enter election Year

All Members: ☐ No

Officers: ☒ Yes

If ONLY selecting a specific position(s), must uncheck other selections

Position1: <OR, Select a Specific Position>

Position2: <Select An Additional Position>

Position3: <Select An Additional Position>

Position4: <Select An Additional Position>

1. Build New Mailing List

2. View New Mailing List

3. Create & Send the Email

Builds New List Based on Your Selections in ☒ Checked Tabs
(Only tabs with the checkmark will be used to create your list)

8

KairosMail – Review Email List

Email List Count: 14 Created Email List
This is the email recipient list you created.

Email List Count: 14

Orange background indicates a problem with the email address

State	Advisory Council	Org Level	Role	First Name	Last Name	Type	Position	Email
Demo	Demo - KT	Advisory Council Leadership	Vice Chair	Chris P.	Bacon	AC Year-2026		
Demo	Demo - KI	Advisory Council Leadership	Fundraising/Sponsorship Coordi	Robin	Banks	AC Year-2026		RedeemedRobin@fakemail.com
Demo	Demo - KI	Advisory Council Leadership	Communications Coordinator	Heidi	Clare	AC Year-2026		Heidi.Clare@fakemail.com
Demo	Demo - KI	Advisory Council Leadership	Data Coordinator	Crystal	Clear	AC Year-2026		Crystal_Clear@fakemail.com
Demo	Demo - KT	Advisory Council Leadership	Secretary	Neil	Down	AC Year-2026		
Demo	Demo - KI	Advisory Council Leadership	Institutional Liaison	Cliff	Hanger	AC Year-2026		
Demo	Demo - KI	Advisory Council Leadership	Outreach/Recruiting Coordinato	Anita	Job	AC Year-2026		Anita_Job@fakemail.com
Demo	Demo - KT	Advisory Council Leadership	Advisory Council Chair	Evan	Keel	AC Year-2026		
Demo	Demo - KT	Advisory Council Leadership	Clergy/Spiritual Director	Father A	Long	AC Year-2026		HisFavorite@fakemail.com
Demo	Demo - KT	Advisory Council Leadership	Agape Coordinator	Art	Major	AC Year-2026		Art.Major@fakemail.com
Demo	Demo - KT	Advisory Council Leadership	KairosDonor Coord/Fin Secy	Jack	Pott	AC Year-2026		
Demo	Demo - KI	Advisory Council Leadership	Asst Treasurer	Anna	Prentice	AC Year-2026		anna.prentice @ fakemail.com
Demo	Demo - KI	Advisory Council Leadership	Continuing Ministry Coordinato	Justin	Thyme	AC Year-2026		jthyme@fakemail.com
Demo	Demo - KI	Advisory Council Leadership	Treasurer	Penny	Wise	AC Year-2026		penny.wise@fakemail.com or penny@fakemail.com

+ Insert Change Delete Export

- Click 2. View New Mailing List button
- Email List Count
- Will not sent to bad email addresses
- Can Export to .xml which can be opened with Excel
- Not Recommended you save Lists

9

KairosMail – Create & Send Email

- Multiple Tabs (Email List, Templates, Send Email)

Send Email Management

Once you created your desired list of contacts for your email, you can do three things as part of the email process:

1. Review and modify the list of contacts you previously built.
2. Revise and select the email template you would like to use for the email.
3. Finalize, or create a new email, and initiate the sending of the emails.

[Click Here for Super Easy Steps Guide.](#)
[Click Here for a KairosMail User Guide.](#)
[Click Here for a Guide to the eMail Merge Tokens.](#)

Tutorial Links

Email List Templates Send Email

This is the mailing list that you set up for the email. You can select only certain persons from the list to include or exclude from the mailing.

Orange background indicates a problem with the email address

First Name	Last Name	Category	Type	Position	Email
Chris P.	Bacon	AC Year-2026			
Robin	Banks	AC Year-2026			RedeemedRobin@fakemail.com
Heidi	Clare	AC Year-2026			Heidi.Clare@fakemail.com
Crystal	Clear	AC Year-2026			Crystal_Clear@fakemail.com
Neil	Down	AC Year-2026			
Cliff	Hanger	AC Year-2026			
Anita	Job	AC Year-2026			Anita_Job@fakemail.com
Evan	Keel	AC Year-2026			
Father A	Long	AC Year-2026			HisFavorite@fakemail.com
Art	Major	AC Year-2026			Art.Major@fakemail.com
Jack	Pott	AC Year-2026			
Anna	Prentice	AC Year-2026			anna.prentice @ fakemail.com
Justin	Thyme	AC Year-2026			jthyme@fakemail.com
Penny	Wise	AC Year-2026			penny.wise@fakemail.com or penny@fakemail.com

+ Insert Change Delete

10

KairosMail – Create & Send Email

- Templates Tab
 - Predefined per Role
 - Can Modify Existing but Will Not Reset
 - Consider Modifying Instance Instead
 - Can Create New
- Click Template then Switch to Send Email Tab to Use

The screenshot shows the 'Templates' tab in the KairosMail interface. At the top, there are three tabs: 'Email List', 'Templates' (selected), and 'Send Email'. Below the tabs, a message states: 'The system provides email templates to speed up your email creation. The "Standard" templates are defaults for your specific elected role.' Below this, a section titled 'Secretary' contains the text: 'You can create and use your own email templates (based on your elected role).' A table lists templates with columns 'Category' and 'Email Template':

Category	Email Template
Minutes	Minutes for SCC
Minutes	Minutes for AC/KPMI Request
Weekends	AC Secy Record Weekend on Calendar

Below the table are three buttons: '+ Insert', 'Change', and 'Delete'.

11

KairosMail – Send Email Tab

- Selected Template Will Appear
 - Can Modify this Instance of Template
- Can Create Custom Email Here
 - Paste Text from Another Program
 - Use Text Editor (See Tutorial for Description of Buttons)
- Can Add Small Attachment
 - Select File Takes Explorer on Your Computer

The screenshot shows the 'Send Email' tab in the KairosMail interface. At the top, there are three tabs: 'Email List', 'Templates', and 'Send Email' (selected). Below the tabs, a message states: 'Once you've selected the desired email template, you can revise the email and send it to the persons in the email list.' Below this, there is a 'Send To:' field with a placeholder text 'Leave Blank to use the Email List'. A link 'Click Here' for instructions on attaching files to the email is provided. Below the link is an 'Attachment:' section with a '+ Select File' button. The 'Email Subject:' field contains the text 'Record Your Advisory Council Weekend on the KairosCalendar'. Below the subject field is an 'Email Text:' section with a rich text editor. The editor contains the following text: 'Hi [FirstName], I wanted to make sure that you have recorded your upcoming weekends on the KairosCalendar at www.mykairos.org. Having your weekends recorded there will improve the apge for your weekend and expand the persons in prayer for the weekend. Thanks, [SenderFullName] [SenderRole] [StateName] State Chapter Committee'. At the bottom, there is a 'Send Emails' button and a link 'Send to entire Email List'.

12

KairosMail – Create & Send Email

- Use Send To Field to Test Email
 - Send to Yourself
 - Will Not Send to List
 - Will Not Delete List
- If Test is Good Remove Your Email and Send to List

KairosMail Emailing Completed
 Your selected emailing completed. Watch your Junk mailbox for notices of bad email addresses.

You have completed the emails to the selected groups of persons you have selected.

Emails Sent: 1
 Email Errors: 0

Close

13

KairosMail – Merge Tokens

- If Email Text Has “Dear [FirstName],” then email will be Personalized (ie “Dear John,”)
- To Use Feature Must Use “Merge Token” From List
- Merge Token is Identified by Surrounding Brackets []
- Text Between Brackets Must be as Listed (no extra spaces)

14

