

Send Item Bulletin Page 2 of 2

Preview the bulletin in a new window.

Save Draft to preserve your changes. This bulletin will be available in My Drafts until sent.

Test send the bulletin to a list of email addresses you define.

Send this bulletin to the selected recipients.

Schedule this bulletin to be sent at 

Note: time format is 24 hour (i.e. 6pm = 18:00) Central time UTC -6

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