Creating and Sending an Email to less than 100 Contacts

This guide will cover:

- How to simply and quickly communicate with records through the Contacts module.

**Step One**

Starting from the Home screen, select **Contacts** under the Contacts module.

By selecting the Action button in a contact’s row, it will open up the email function.

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**Step Two**

From here, you can pull in any email template available and make needed changes in the email client.

You may set the Mail Profile (who it’s sent from) and make attachments.

Virtually all functionality in the standard email creation tool is available here.

If desired, a user can create a Case (log of communications) when the email is sent, if any follow-up or further discussion with the contact is expected.