

How to Send an Email to a Contact Record

Emails from Views can be sent to Contacts either individually or in a group. To send an email to an individual Contact record:

- Hover over **Contacts** and select the relevant database, such as **Participants** 

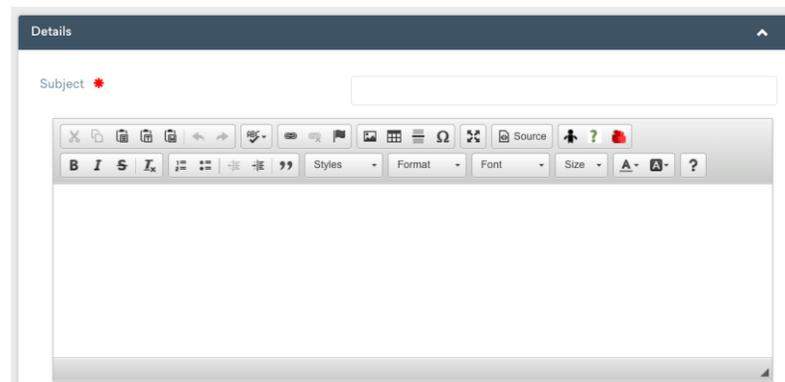
- Search for the record using the **Search** box

- Click on the **Eye** icon to the right of the record 

- Click on the **Email** icon 

- Compose the email and click **Next**

- Review the email and click **Send**



To send an email to a group of Contacts:

- Hover over **Contacts** and select the relevant database, such as **Participants** 
- Click on the **Email** icon 
- Compose the email and click **Next**
- Choose the recipients in the **List of people to send to** field and then click **Send**