How to email to multiple recipients

Open a Contact Event and type the email message in the notes section. Click the E-mail button.

- To select several recipients click the … button on the Address line at the top of the email form.
- A selector of company contacts with email addresses will be opened, tick the select box and the name will be added to the box below.
- If you want to add recipients who are not linked to the company, type the start of the **keyname** into the box, select the radio button for looking for candidate, company or company contact and click the Find button.
- Tick the Select box on the right and the name will be added into the box below. Do further Finds and Selects to build a list of recipients.
- Use the same method to add recipients to the CC and BCC lines.

Back to Online Users Guide
Back to Contact Management

From:
https://iqxusers.co.uk/iqxhelp/ - **IQX**

Permanent link:
https://iqxusers.co.uk/iqxhelp/doku.php?id=ug10-7

Last update: **2017/12/01 16:35**