How to email to multiple recipients

Relates to:
Contact event

- When the message to be emailed has been written in the Notes section click the E-mail button.
- To select several recipients click the button on the Address line at the top to open a selector of company contacts with email addresses.
- type the start of the Keyname into the box,
- select the radio button for looking for a Person or for a Company for its People.
- Click the Find button and a list of those with email addresses is brought up.
- Tick the Select box on the right and the name will be added into the box below.
- Repeat the previous four steps to build a list of recipients.

- Use the same method in the CC and BCC lines

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