# 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.

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