



How to make a batched contact event

Relates to:

Company Selector if you are mailing Company Contacts

Person Selector if you are mailing Candidates.

- In the Company Selector you must click the **Company** Contacts button and make a selection before starting a Mail Merge.
- Select the **Mail Merge** Tab.
- Click the **Contact Events** button and complete the details.
- An identical contact event will be added to every person on the current selection.

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=ug10-8>

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

