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.

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