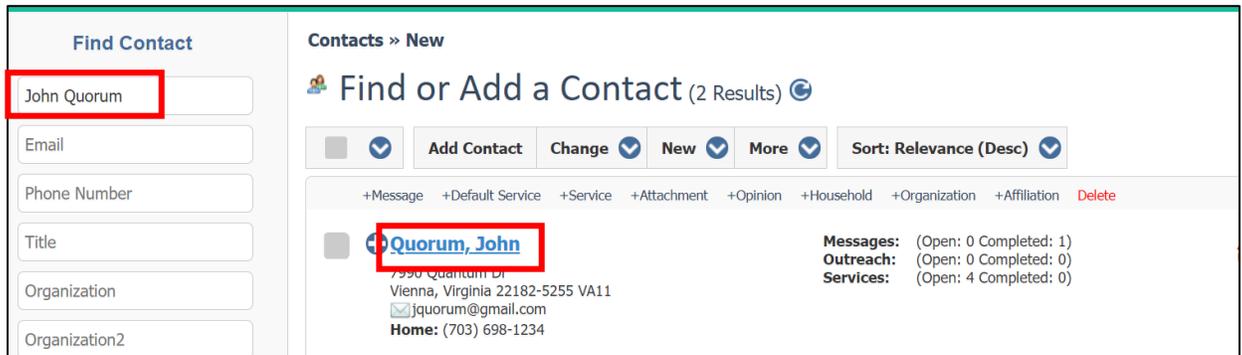


Tagging a Contact in a Discussion

Market: Federal/State/Local, House, Senate

Description: These instructions teach users how to tag other IQ contacts in a discussion. As a result, individuals who are tagged in the discussion will receive an alert notification in IQ and MS Outlook (if configured) for awareness.

1. Navigate to **Contacts > Find Contacts > Find or Add a Contact.**
2. Enter the name of the contact until the correct record is displayed. Click the name of the contact record



3. Click the **Discussion** tab to open the section.



4. In the **Discussion** section, enter the name of other user(s) that you want to include in a discussion about the selected contact. Enter the discussion message. Click **Post**.

Contacts » [New](#) » Contact ID# 7183098



John Quorum

Agency Contact for Service Code(s): ACAD AF - United States Air Force Academy
 Birthdate: 9/8/1965 Age: 56

Actions

General Messages (1) Outreach (0) Services (4) Events (0) Boards (0) Voter Data Log (27)

Home Address + *

7990 Quantum Dr
 Vienna, VA 22182-5255
 VA11 Fairfax County
[Map](#)

Phone Numbers +

H: (703) 698-1234 *

Business Address +

Retired Vet
 7990 Quantum Drive
 Vienna, VA 22182 Virginia
 County
[Map](#)

Household Members +

None

Online Info +

[✉ jquorum@gmail.com *](mailto:jquorum@gmail.com)

Organization Contacts +

None

Discussion (1)

✕ Jonathan Kilgore

Jon- Mr. Quorum had a question regarding US Air Force events. Please contact him at your earliest convenience.

Post

Search Discussions... Sort: ASC

- The user(s) will receive an alert notification regarding the discussion in IQ and MS Outlook (if this option is configured in their IQ settings).

Shortcuts » Results

My Alerts (144 Results)

☐

List

Analyze

Change

Sort: Date (Desc)

Delete Forward

[Re: Contact Discussion Topic for ID# 7183098](#)

Jon- Mr. Quorum had a question regarding US Air Force events. Please contact him at your earliest convenience.

Alert(s) Sent to: Jonathan Kilgore

Sent: 10/21/2021
Type: DISCUSSION
From: Lori.
URL: discussionitem.aspx?id=72&iAccount=TRAINING2&menu=y
Read: No