## **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

Find Contact	Contacts » New				
John Quorum	Find or Add a Contact (2 Results)				
Email	Add Contact Change 🛇 New 🛇 More 🛇 Sort: Relevance (Desc) 🛇				
Phone Number	+Message +Default Service +Service +Attachment +Opinion +Household +Organization +Affiliation Delete				
Title Organization Organization2	Quorum, John       Messages:       (Open: 0 Completed: 1)         7950 Quantum Or       Outreach:       (Open: 0 Completed: 0)         Vienna, Virginia 22182-5255 VA11       Services:       (Open: 4 Completed: 0)         Mome: (703) 698-1234       Home: (703) 698-1234       Outreach:       (Open: 4 Completed: 0)				

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

Contacts » New » Contact John Quorum • Agency Contact for Service Code(s): ACAD AF - United States Air Force Academy Birthdate: 9/8/1965 Age: 56					∎ ID#	# 7183098		
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 ♥	Business A Retired Vet 7990 Quantu Vienna, VA 2 County Map	<b>ddress +</b> um Drive 22182 Virginia	Onlir ⊠j	<b>te Info +</b> quorum@gmail.cc	om * 🖌	<b>Phone Numbers</b> H: (703) 698-1234	÷,	Discussion (0)

**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 » <u>New</u> » Contact			■ ID# 7183098
John Quorum Agency Contact for Serv Birthdate: 9/8/1965 Age	rice Code(s): ACAD AF - United States Air F 2: 56	orce Academy	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	Business Address + Retired Vet 7990 Quantum Drive Vienna, VA 22182 Virginia County Map <b>9</b>	<b>Online Info +</b> ⊠ jquorum@gmail.com <b>*</b> ≁	Discussion (1)     Sonathan Kilgore     O     Jon- Mr. Quorum had a question regarding US Air     Force events. Please contact him at your earliest     convenience.
Phone Numbers + H: (703) 698-1234 ★ ✔	Household Members 🖌 + None	Organization Contacts + None	Post Q. Search Discussions Sort: ASC Y

**5.** 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	# Sent: Type: From:	10/21/2021 DISCUSSION Lori.
Jon- Mr. Quorum had a question regarding US Air l events. Please contact him at your earliest conven	Force URL: ience. Read:	discussionitem.aspx? id=72&iAccount=TRAINING2&menu=y No
Alert(s) Sent to: Jonathan		