

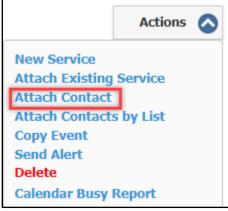
Attaching a Contact to an Event

Market: Federal/State/Local, House, Senate

Purpose: These instructions teach users how to attach a contact record or contact list to an event record.

Attaching an individual contact record

1. From within the event record, click the Actions drop down menu. Select Attach Contact.



2. In the Contact field, search for the appropriate contact. Click Attach.

Attach Contact					
Contact:	Search All Contacts	0			
	Attach Cancel				

3. At the top of the event record a contacts tab will appear.

	General	Contacts (1)	Services (1)	Log (7)
4. [Return to the General	tab.		
	General	Contacts (0)	Services (1)	Log (7)

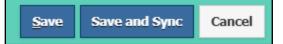
5. Choose the appropriate action to Save the event: **Save**: To save this Event in IQ only.

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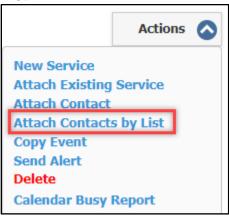


Save and Sync: To save this Event in both IQ and Outlook.



Attaching a contact list

1. From within the event record, click the Actions drop down menu. Select Attach Contacts by List.



- 2. From the Search Contacts By drop down menu select either Contact List or Affiliation Code.
- 3. Search for the appropriate contact list or affiliation code. Click Attach.



4. At the top of the event record a contacts tab will appear.

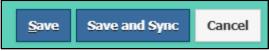
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	General	Contacts (1)	Services (1)	Log (7)
5.	Return to the Genera	l tab.		
	General	Contacts (0)	Services (1)	Log (7)

Choose the appropriate action to Save the event:
Save: To save this Event in IQ only.

Save and Sync: To save this Event in both IQ and Outlook.



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