

Replying to Emails in IQ5


Market: House, Senate

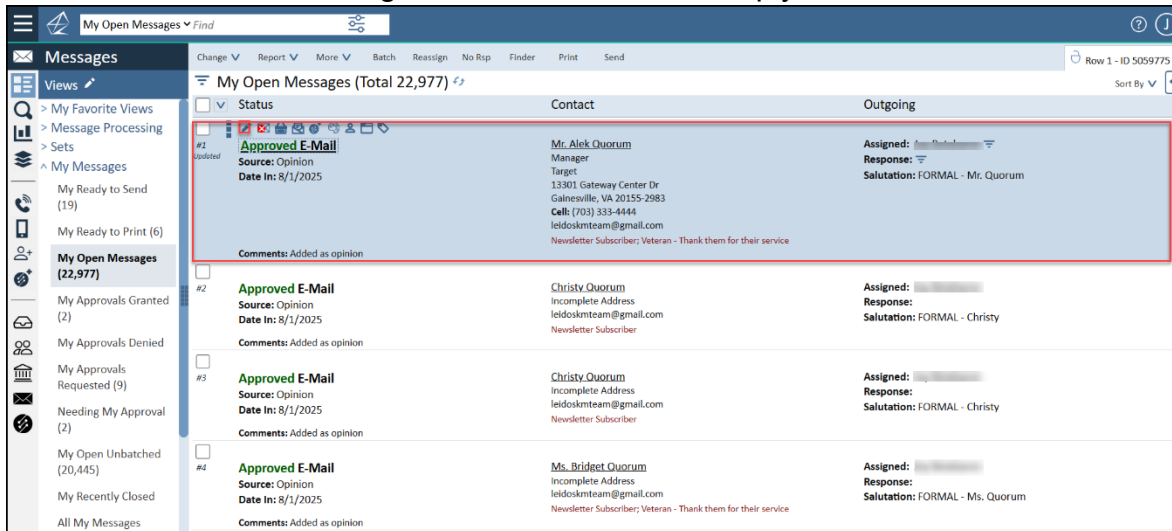
Description: These instructions teach users how to **reply to individual emails** one at a time as well as how to send all their ready to send emails out at once. Note that the best practice is to send letters out in mass from Batches. To learn more, see the Message Processing article.

Click the link below to be brought to the following topic:

[Sending Emails from Ready to Send Tile/View](#)

Replying to an Individual Email

1. Navigate to the **Messages** or **My Inbox** application.
2. Click on **My Open Messages**.
3. Double click on the Message or click on the  to reply.



Set

Method Out to Email.

4. Type in a **Subject**.
5. Choose your **From** email address.
6. Click in the **Form Letter** field to choose a letter to print **OR** click on **Custom Reply** to type out a unique custom letter.

Approved Message for Nozima Karimova

Response More Preview

To: [redacted] Cc/Bcc: [redacted] From: [redacted]

Subject: Responding to your message

Method Out: E-Mail

Assigned To: Jonathan Kilgore

Issues: Form Letter [redacted] Limit to Codes [] Or Custom Reply [] Include History []

Bill: --

LOC Topic: Health

Constituent: Scientists warn that greenhouse gas accumulation is accelerating and approaching key threshold. A team of 60 international scientists report that by early 2028 society will have emitted enough greenhouse gases that Earth will hit the internationally agreed upon preferred limit for global warming. The threshold is when the world will be committed to 1.5 degrees Celsius of long-term warming since pre-industrial times. Nozima Karimova 4863 Muddler Way Fairfax, VA 22030-6651

Organization: No organization statement.

Delivery Agent: The Soft Edge

Deny On Hold Batch Color Swap Contact Edit Contact Outgoing Copy Schedule Send Send

ID#5061526 Row 3 Save & Close Save Close

7. Click **Send**.

- *Note:** You can click on the **Customize Letter** option to customize the Form Letter you selected if necessary.

Approved Message for Nozima Karimova

Response More Preview

To: leidoskmtteam@gmail.com * Cc/Bcc: [redacted] From: [redacted]

Subject: Responding to your message

Method Out: E-Mail


Assigned To: Jonathan Kilgore

Issues: Form Letter Response to Agriculture - v.2 [redacted] Limit to Codes [] Customize Letter [] Include History []

Congress of the United States
House of Representatives
Washington, DC 20515

Deny On Hold Batch Preview Color Swap Contact Edit Contact Outgoing Copy Schedule Send Send

ID#5061526 Row 3 Save & Close Save Close


- You can click on the  to search for text in other letters to copy and paste into this letter. Enter text to search for and complete the remaining options and click search. You can search through the results for the content you want to copy and paste.

Letter Text Search

Text to Search for: education

Form [checked] Custom [checked] Custom Letter Age: 90 Days

Search Close

- You can also click on the  icon to open a new tab and view/edit the Form Letter itself.

[Top of Page](#)

Sending Emails from Ready to Send Tile/View

This tile/view allows you to manually email Form Letters to constituents for the whole office. A message appears here if the message Status is Approved, the Outgoing method is set to email, and the Form Letter assigned is also Approved. To send the letters:

1. Click on **Ready to Send**.
2. Click the **Select All** box.
3. Click **Send**.

The screenshot shows the 'Ready to Send' view in the Intranet Quorum system. The top navigation bar includes 'Ready to Send', 'Find', and 'Filter Result'. The main area displays a list of messages ready to be sent. The 'Send' button is highlighted in the top right corner. The list includes details for three messages, each with a status of 'Approved E-Mail', a source, date, issue, and contact information.

#	Status	Contact	Outgoing
#1	Approved E-Mail Source: Opinion Date In: 8/1/2025 Issue: Education	Mr. Alek Quorum Manager Target Cell: (703) 333-4444 leidoskmtteam@gmail.com Newsletter Subscriber; Veteran - Thank them for their service	Assigned: [redacted] Response: Education For All v.2 Salutation: FORMAL - Mr. Quorum
#2	Approved E-Mail Source: Telephone Call Date In: 5/27/2025 Issue: For training purposes For issues relating to Tik Tok	Dr. Claire Quorum [redacted] Home: (443) 000-0000 leidoskmtteam@gmail.com Newsletter Subscriber; Very Important Person; Veteran - Thank them for their service	Assigned: [redacted] Response: March 5 - Form Letter Sample v.1 Salutation: FORMAL - Dr. Quorum
#3	Approved E-Mail Source: Telephone Call Date In: 5/19/2025 Issue: Education Comments: Needs passport	Mitra Quorum Incomplete Address Cell: (222) 333-4455 leidoskmtteam@gmail.com	Assigned: [redacted] Batch: EDUCATION BATCH Response: EDUCATION BATCH v.1 Salutation: FORMAL - Mitra

The screenshot shows the 'Ready To Send - All Outgoing' tile. The tile displays a large green envelope icon with an '@' symbol and the number '33'. A 'Send' button is highlighted in the bottom left corner.