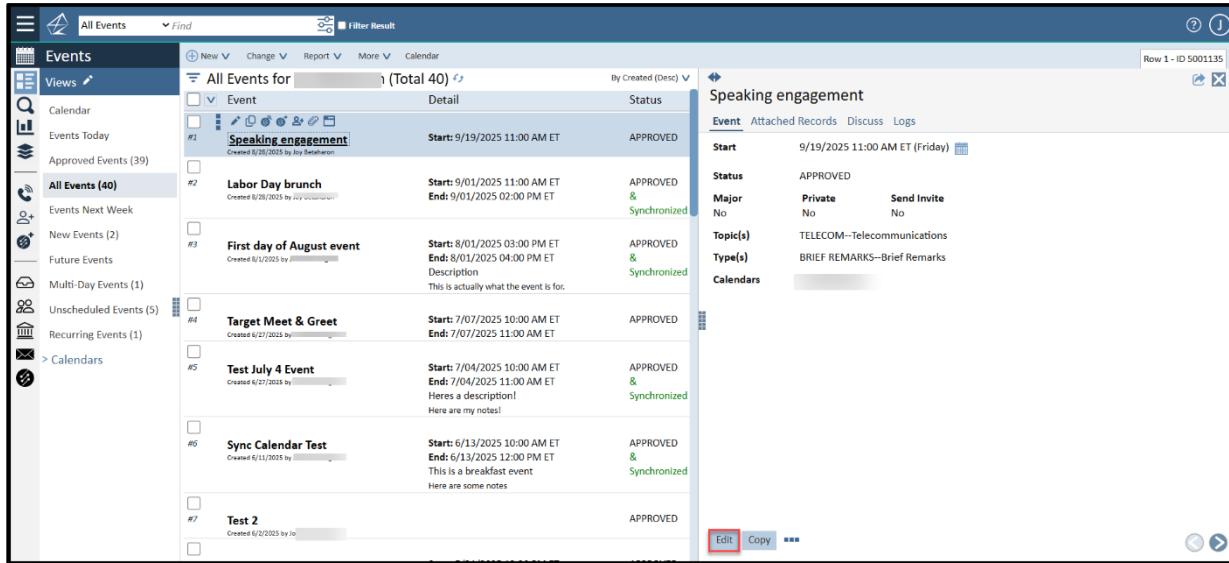


Sending Messages to Attached Event Contacts

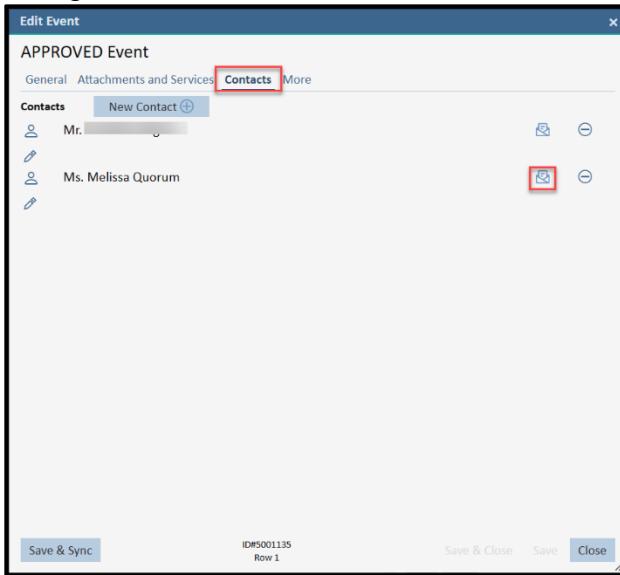
Market: House, Senate

Description: These instructions teach users how to send messages to contacts attached to events in IQ5.

1. In the **Events** application, select an event with attached contacts. Click the **Edit** button in the Event detail window.



2. Navigate to the Contacts Tab. Then click  to message the attached contact.



3. Type in a **Subject**.
4. Choose your **From** email address.
5. 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: From: [redacted]

Subject: Responding to your message

Method Out: E-Mail Assigned To: Jonathan Kilgore

Issues: Form Letter Limit to Codes Or 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

ID#5061526 Row 3

Comments:

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

6. Click **Send**.

- a. ***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: leidskmteam@gmail.com * Cc/Bcc: From: [redacted]

Subject: Responding to your message

Method Out: E-Mail Assigned To: Jonathan Kilgore

Issues: Form Letter Response to Agriculture - v.2 Limit to Codes Include History



ID#5061526 Row 3

Comments:

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

- i. 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 Custom Custom Letter Age: 90 Days

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