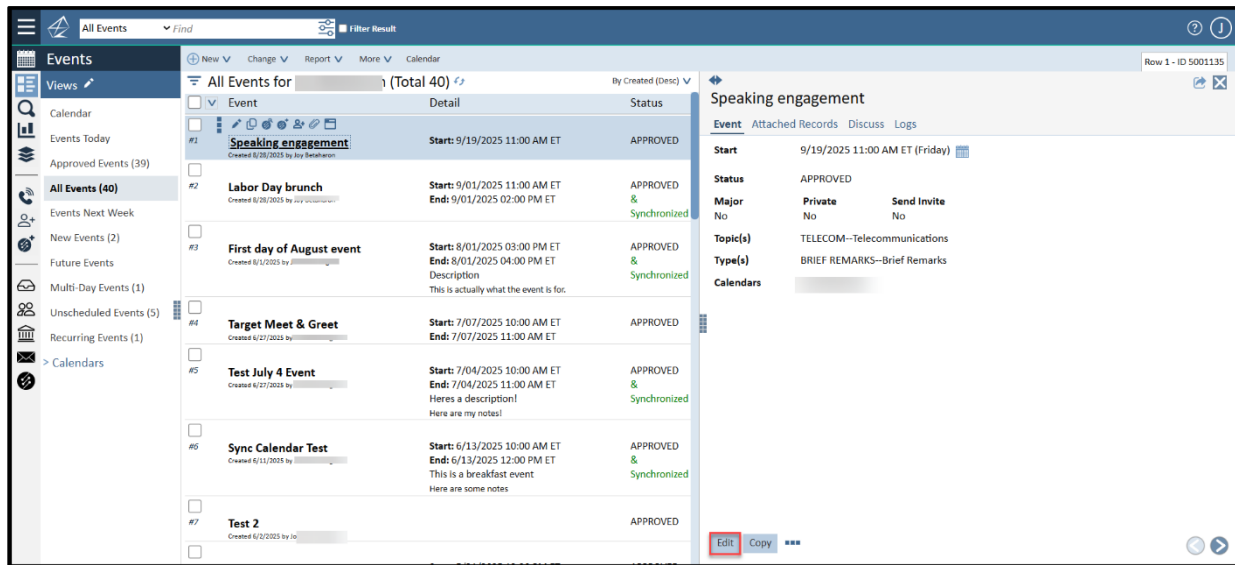# Sending Messages to Attached Event Contacts
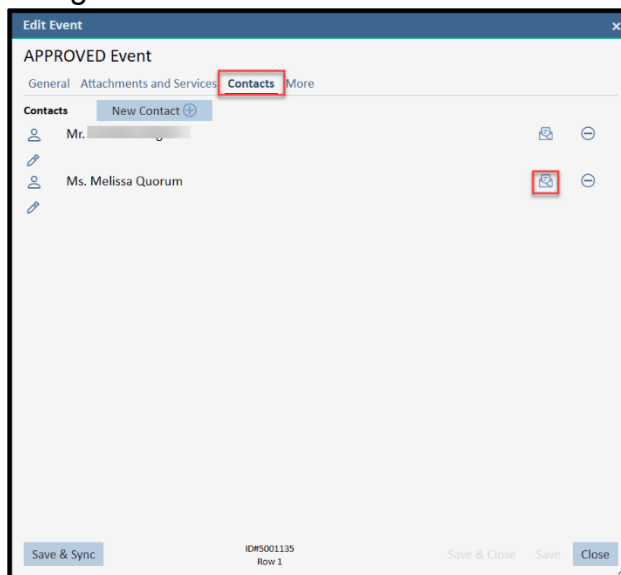
Market: House, Senate

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.

6. Click **Send.**

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

   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.

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