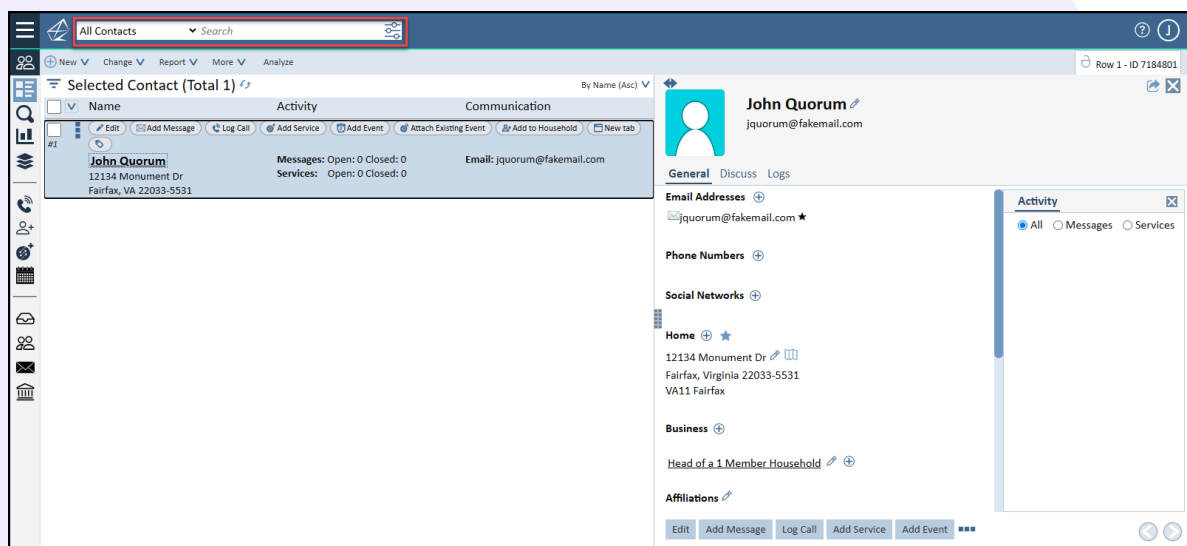


Tagging a Contact in a Discussion

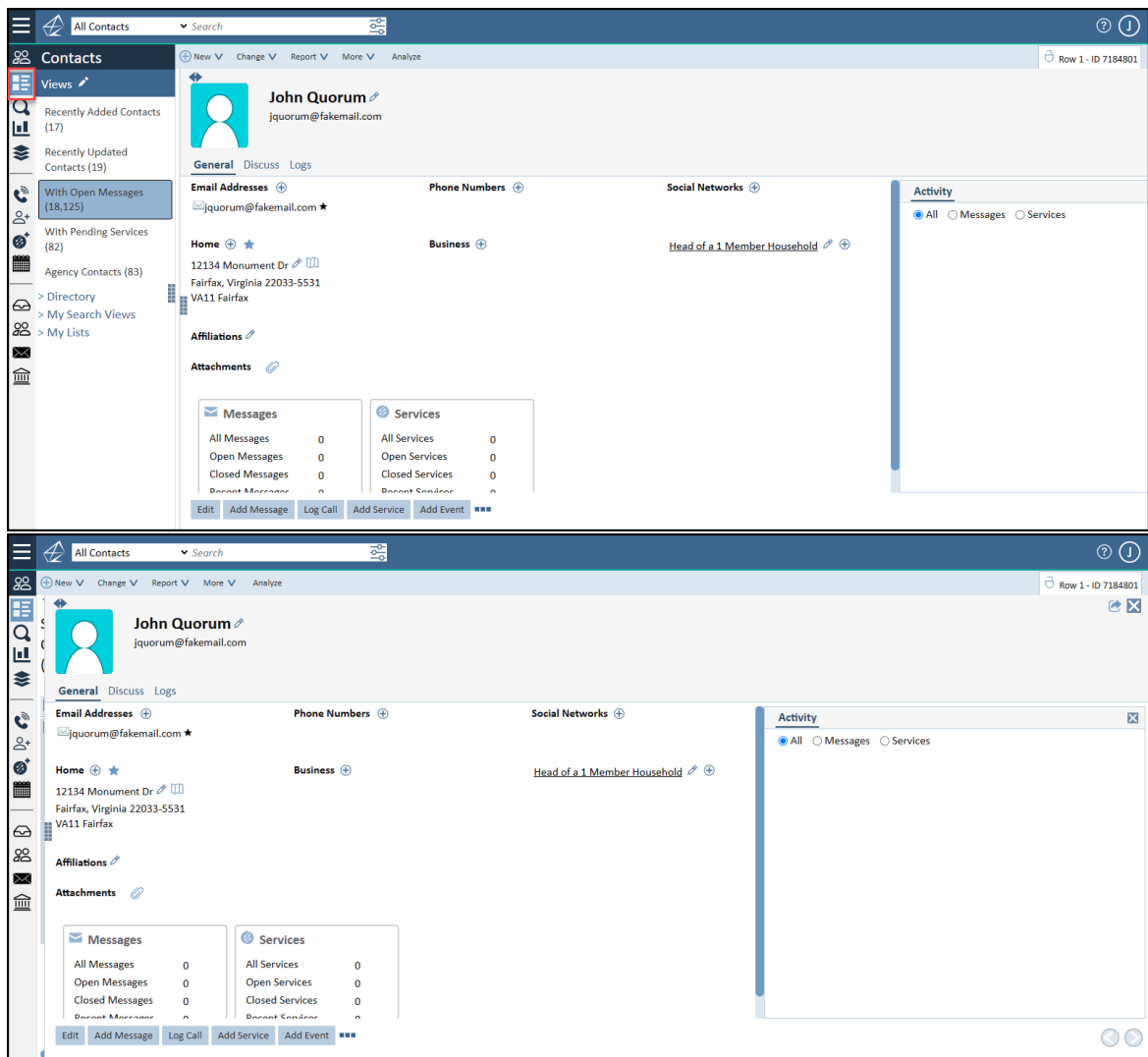
Market: House, Senate

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).

1. Search for the contact using the **Search Bar** at the top of the page to look for the individual across the various **Contact Views**.



2. Click the name of the contact record or the expander icon  to get a full screen view of the Contact. (If your views list is displayed but you would like a completely full screen view, click on the Views Icon  to collapse your list of views for a completely full screen view of the Contact).



3. Click the **Discuss** tab to open the section.
4. In the **Discuss** section, enter the discussion message. Also enter the name of the other user(s) that you want to include in a discussion about the selected contact. Click **Post**.



5. The user(s) will receive an alert notification on their homepage tile regarding the discussion in IQ and MS Outlook (if this option is configured in their IQ settings). Alerts can also be found in the **My Inbox** application.

- a. Click on the **Discussion** link in the **Alerts** tile. This opens the **My Alerts** view in the **My Inbox** application.

Alerts	
Discussion	11
Service	1

- b. Go to **My Inbox** application → **My Alerts**

- i. *Note: When viewing an Alert, you can click **Mark as Read** to indicate the Alert has been read and remove it from your Alerts Tile. The Alert will automatically be marked as read after three seconds have passed since clicking on it and moving on to another record.

The screenshot shows the 'My Alerts' view in the 'My Inbox' application. The left sidebar has 'My Alerts (14)' selected. The main area shows a list of alerts, with the first one highlighted: 'Contact Discussion Topic for ID# 7184801'. The right pane shows the details of this alert, including the message 'Note that this contact ...' and a link to post a reply. The 'Mark as Read' button is visible at the bottom of the alert details pane.

In the Contact Record:



John Quorum

jquorum@fakemail.com

General

Discuss

Logs

Email Addresses

Phone Numbers

Social Networks

jquorum@fakemail.com

Home

Business

Head of a 1 Member Household

12134 Monument Dr

Fairfax, Virginia 22033-5531

VA11 Fairfax

Affiliations

Attachments

Messages

Services

Discussion

6/5/2026 - 4:23 pm

Note that this contact ...

Alert(s) Sent to: Bri Quorum, Legislative Staff, ...

Edit

Add Message

Log Call

Add Service

Add Event

...