How to send an email

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Sending an email allows you to communicate with fellow members and contacts of your organization.

Note

Not all organizations permit members to send emails. If you do not have the ability to select recipients, you do not have the ability to send emails.

Sending an Email

1. Click **Communication** or the **Envelope icon** in the left menu, then click **Email**.

2. Click the **Compose New Message** button towards the top right of the page. You will be directed to the Create Email page.

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