

## 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.

### Related Content

- [Creating an email](#)
- [How do I create and manage custom email templates?](#)
- [How to view the email traffic report](#)
- [How to use merge fields](#)
- [How do I schedule an email?](#)
- [How to add an attachment to an email](#)