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## 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 <u>Create Email</u> 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