

Emailing a Presentation Using Your MoxiEngage Groups and People

MoxiPresent users, that also have MoxiEngage, can select Engage **Groups** or **People** when emailing their Presentations. You can email a single client's email or a client group, through the **Actions** menu and the **Pages** tab, by entering the first and last name of your Engage client or entering the name of your group.

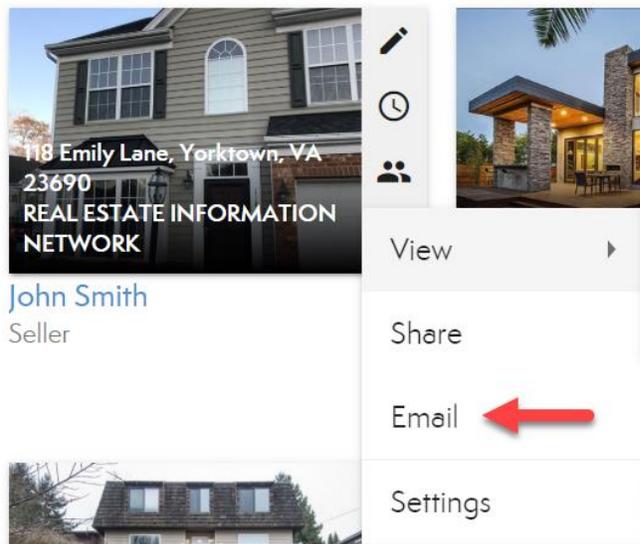
Emailing a Presentation Using Your MoxiEngage Groups

Emailing from Actions Panel

1. From the homepage, the **Three Dots** to access the **Actions** menu.



2. Select **Email** from the list.



3. Begin searching for your Engage Client or Group by typing at least the first three letters of the name. Then **select the name** from the dropdown once it appears to add that email or group of emails to the **To** field.

Email Presentation [X]

Presentation Title: **John Smith**

Select presentation format(s)

Send PDF - Portrait Send PDF - Landscape Send Presentation

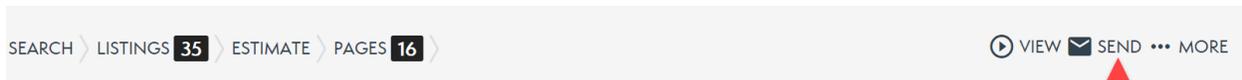
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Emailing from the Pages Screen

1. From the **Pages** tab, select **Send** in the top right.



2. Begin searching for your Engage Client or Group by typing at least the first three letters of the name. Then **select the name** from the dropdown once it appears to add that email or group of emails to the **To** field.

Email Presentation [X]

Presentation Title: **John Smith**

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