

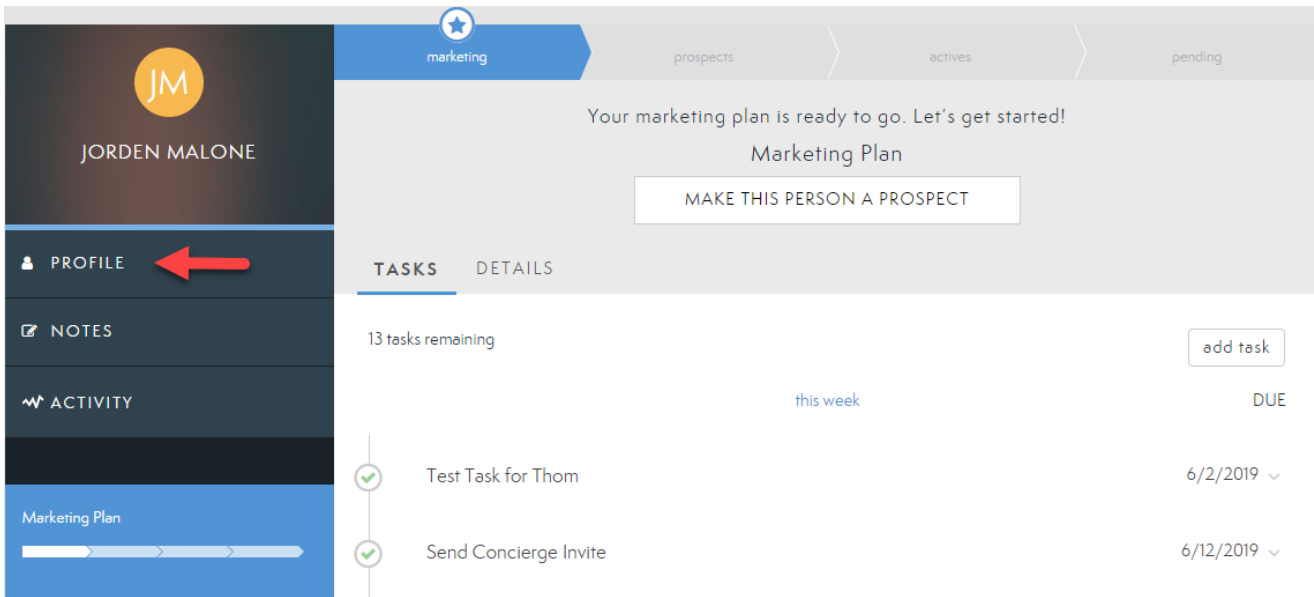
Emailing a Contact from the Contact Card

In MoxiEngage you can email a contact directly from their contact card so you can quickly and easily communicate to them without leaving Engage.

Note: Engage is not equipped to add images or attachments to emails. Check out our Email Campaigns and our Present Email options for more ways to connect with your sphere.

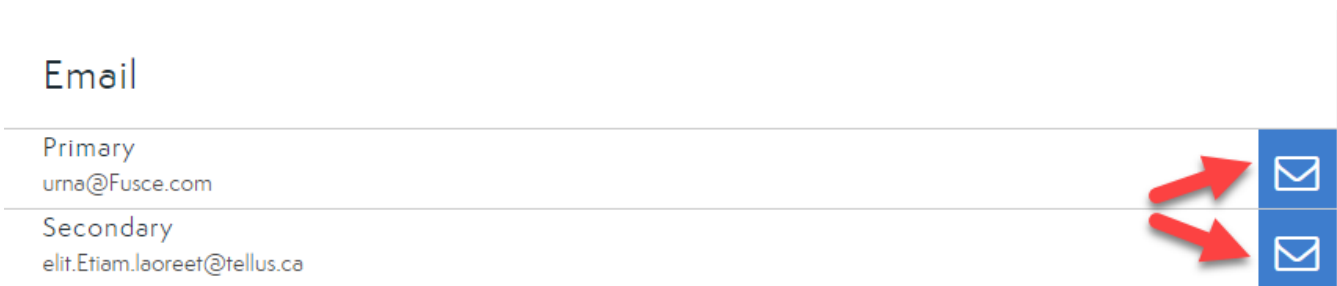
Emailing a Contact from the Contact Card.

1. From the **Contact Card**, select **Profile** (see below).



The screenshot shows the contact card for Jordan Malone. The left sidebar has a 'PROFILE' tab highlighted with a red arrow. The main content area shows a 'Marketing Plan' section with a 'MAKE THIS PERSON A PROSPECT' button. Below that, there is a 'TASKS' section with '13 tasks remaining' and an 'add task' button. A list of tasks is shown for 'this week', including 'Test Task for Thom' (due 6/2/2019) and 'Send Concierge Invite' (due 6/12/2019).

2. Select the **Mail** icon next to the address you wish to send an email to (see below).



The screenshot shows the 'Email' section of the contact card. It lists two email addresses: 'Primary: urna@Fusce.com' and 'Secondary: elit.Etiam.laoreet@tellus.ca'. Red arrows point to the mail icons next to each address.

3. Enter your message then select **Send** to send your email (see below).

Jorden Malone (urna@Fusce.com) ✕


Subject: Hi,

Message: Insert Mail Merge

Enter body of email here. |

Total Recipients: 1

Signature: Sophia Stilwell
Client Services | MoxiWorks
(206) 388-4789 (office)
sophia.stil@moxiworks.com

 SEND PREVIEW CANCEL

a. Note: You can also preview the email before sending it using the **Preview** option (see below).

Message ✕

To:

Enter name, Group name or email

Amytaylor@gmail.com ✕


Subject: Hi,

Message: Insert Mail Merge ▾

Add Message Here|

Total Recipients: 1

Signature: MoxiWorks Training
MoxiWorks | MoxiWorks

SEND PREVIEW  CANCEL