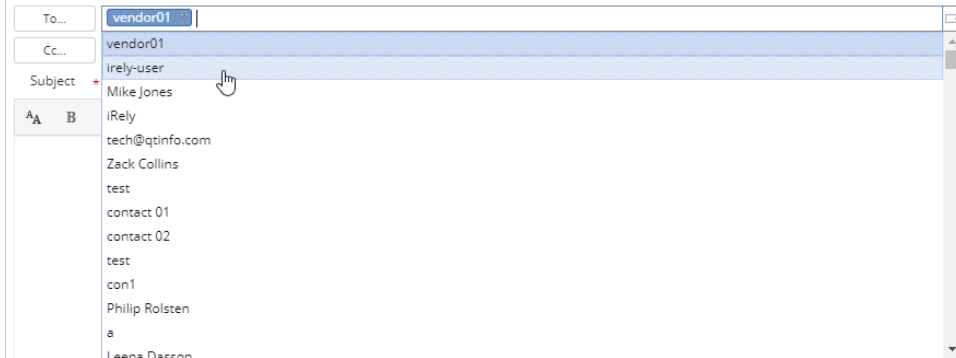


# Activities - Send Email

The Send Email screen is configured for sending emails to a customer, prospect, etc. Here's how to send an email:

1. Open a transaction screen and go to Activities tab
2. Click the **Send Email** button to open a blank Email screen
3. Select the **TO**, **CC**, and/or **BCC** recipients by:
  - a. Selecting from drop down list



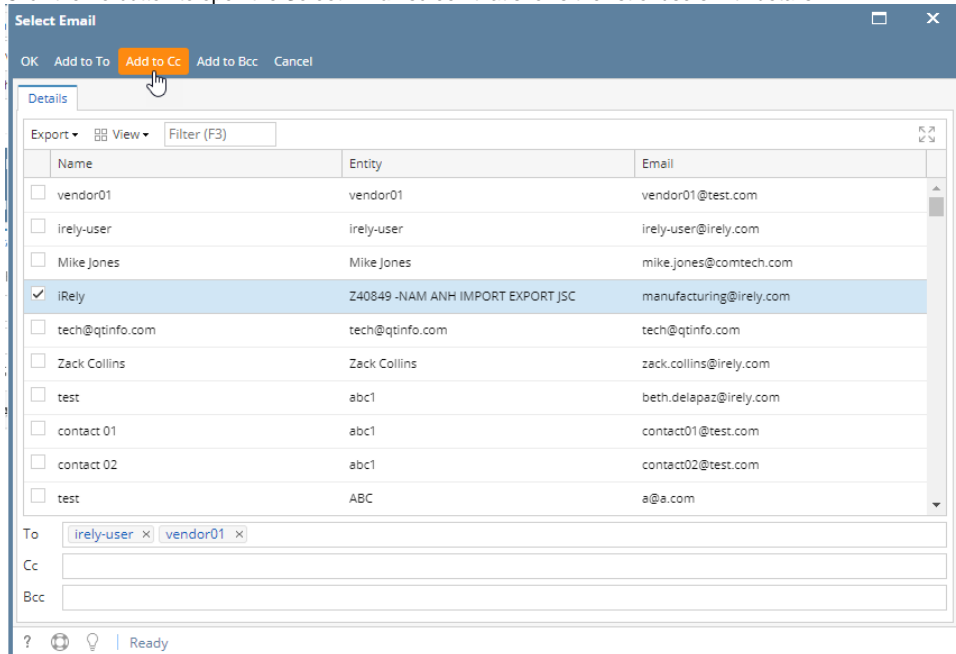
The screenshot shows the 'Send Email' screen with a dropdown list for recipients. The 'To...' field is set to 'vendor01'. The 'Cc...' field is set to 'irely-user'. The 'Subject' field is set to 'Mike Jones'. The dropdown list shows a list of users: iRely, tech@qtinfo.com, Zack Collins, test, contact 01, contact 02, test, con1, Philip Rolsten, a, and Leena Dasson.

- b. Manually entering the email



The screenshot shows the 'Send Email' screen with the 'Cc...' field set to 'beth.delapaz@irely.com'.

- c. Click the **To** button to open the **Select Email** screen that shows the list of users with details



The screenshot shows the 'Select Email' screen with a list of users. The 'Add to Cc' button is highlighted. The list of users is as follows:

Name	Entity	Email
<input type="checkbox"/> vendor01	vendor01	vendor01@test.com
<input type="checkbox"/> irely-user	irely-user	irely-user@irely.com
<input type="checkbox"/> Mike Jones	Mike Jones	mike.jones@comtech.com
<input checked="" type="checkbox"/> iRely	Z40849 -NAM ANH IMPORT EXPORT JSC	manufacturing@irely.com
<input type="checkbox"/> tech@qtinfo.com	tech@qtinfo.com	tech@qtinfo.com
<input type="checkbox"/> Zack Collins	Zack Collins	zack.collins@irely.com
<input type="checkbox"/> test	abc1	beth.delapaz@irely.com
<input type="checkbox"/> contact 01	abc1	contact01@test.com
<input type="checkbox"/> contact 02	abc1	contact02@test.com
<input type="checkbox"/> test	ABC	a@a.com

The 'To' field is set to 'irely-user' and 'vendor01'.

4. Enter the **Subject** and **Details**
5. Click the **Send** button when ready to send