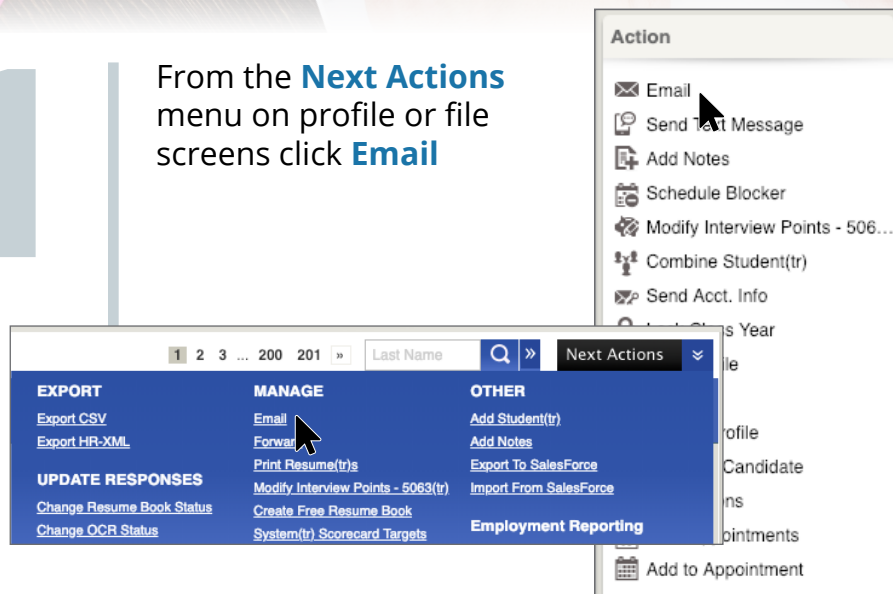


Send Emails

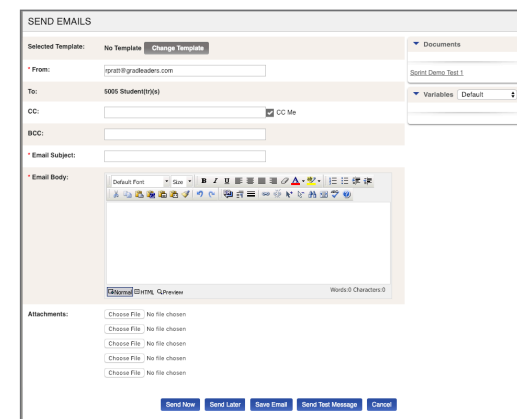
1

From the **Next Actions** menu on profile or file screens click **Email**



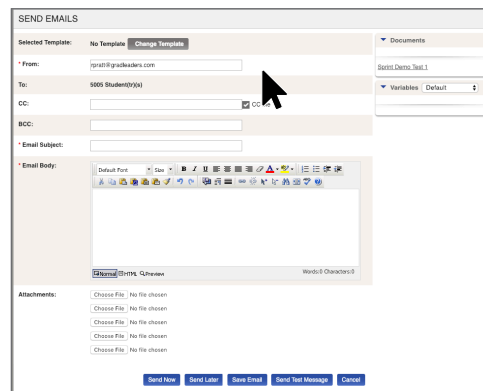
2

Start from a blank email or select an existing **Template**



3

Update From, add CC or BCC recipients, enter **Email Subject**, compose **Email Body**, utilize **Email Variables**, and add **Attachments** from desktop files or **Resource Library**



4

Send Test Message to yourself or others then click **Send**



 **It's that easy!**