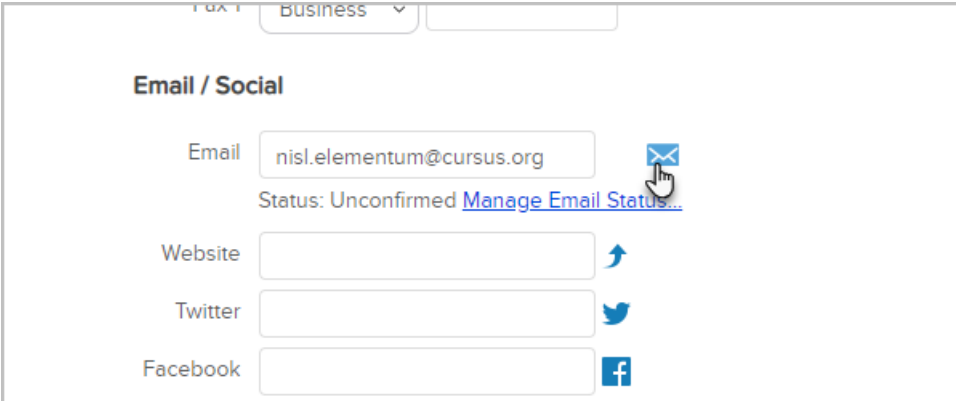# Send an email from a contact record ⅌

This article applies to:

A quick and convenient way to communicate with your contacts, is by sending them emails directly from their contact record Inside Max Classic

Directions

1. While viewing the contact record, click the email icon next to their email address.

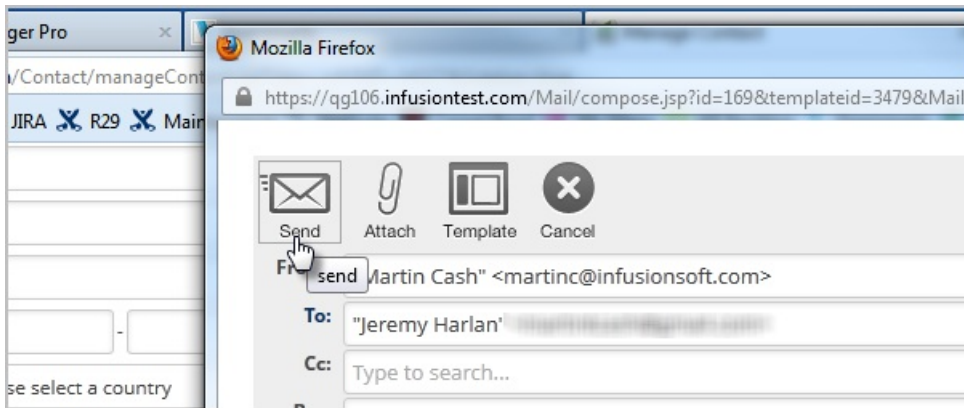2. Create your email now, or select a different starting template by clicking on the **Template** button.
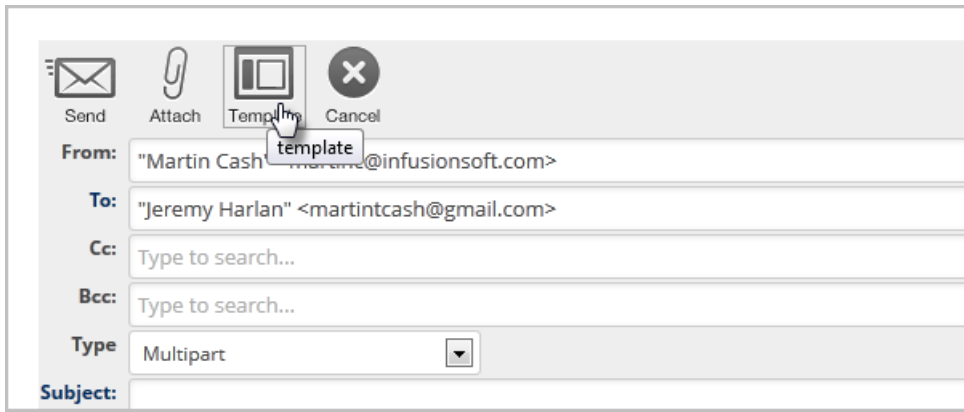
3. Click **Send**

Note: Forwarding an email from a contact's email history will strip out any hyperlinked text in the forwarded email.