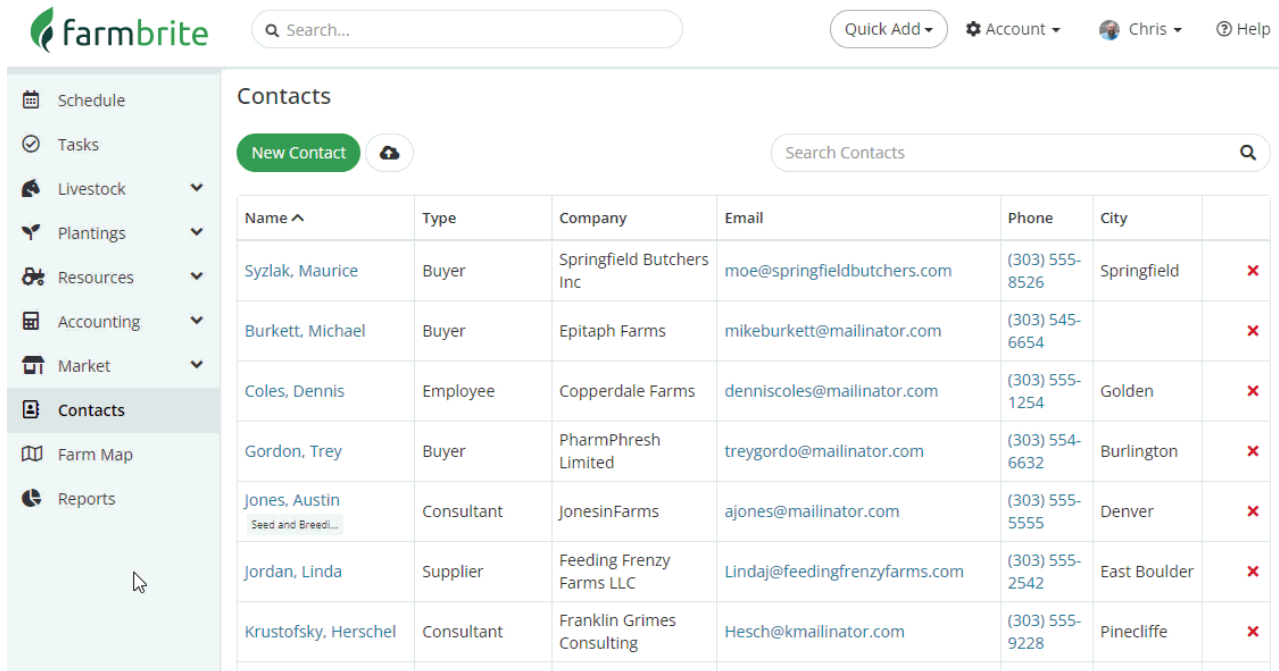


# How can I send an email to a contact?

Last Modified on 08/05/2022 8:19 am MDT

Its easy to get in touch with your Farmbrite contacts is you have an email address associated with their contact record. Just navigate to the Contacts section on the left, and you'll see their email address as a clickable link in your Contacts List. Click it to open your default email program with their email address prepopulated into the recipient field. Write your message and send it off!

If you are already on the Contact Details page, you can also click the Email Envelope icon to initiate the same process.



The screenshot shows the Farmbrite interface. At the top left is the Farmbrite logo. To its right is a search bar with the text "Search...". Further right are buttons for "Quick Add", "Account", "Chris", and "Help". On the left side, there is a vertical navigation menu with icons and labels for "Schedule", "Tasks", "Livestock", "Plantings", "Resources", "Accounting", "Market", "Contacts", "Farm Map", and "Reports". The "Contacts" menu item is highlighted. The main content area is titled "Contacts" and features a "New Contact" button and a "Search Contacts" search bar. Below this is a table with the following data:

Name ^	Type	Company	Email	Phone	City	
Syzlak, Maurice	Buyer	Springfield Butchers Inc	moe@springfieldbutchers.com	(303) 555-8526	Springfield	✗
Burkett, Michael	Buyer	Epitaph Farms	mikeburkett@mailinator.com	(303) 545-6654		✗
Coles, Dennis	Employee	Copperdale Farms	denniscoles@mailinator.com	(303) 555-1254	Golden	✗
Gordon, Trey	Buyer	PharmPhresh Limited	treygordo@mailinator.com	(303) 554-6632	Burlington	✗
Jones, Austin <small>Seed and Breed...</small>	Consultant	JonesinFarms	ajones@mailinator.com	(303) 555-5555	Denver	✗
Jordan, Linda	Supplier	Feeding Frenzy Farms LLC	Lindaj@feedingfrenzyfarms.com	(303) 555-2542	East Boulder	✗
Krustofsky, Herschel	Consultant	Franklin Grimes Consulting	Hesch@kmailinator.com	(303) 555-9228	Pinecliffe	✗

Note that this will use your computer's default email program to open the email link. If you use Gmail, you can [follow these steps from Google](#) to set it as your default program.