

# Sending Emails

Last Modified on 09/10/2024 11:21 am MDT

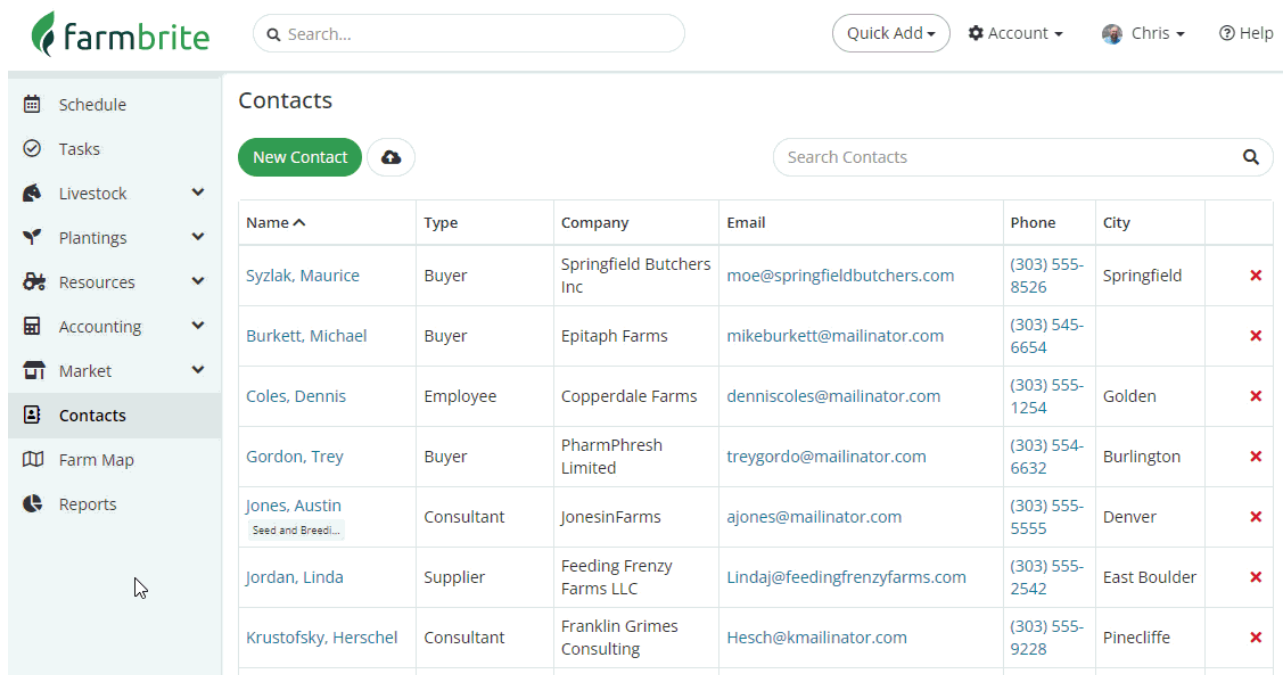
## Sending Emails to Your Contacts

It's easy to get in touch with your Farmbrite contacts if you have an email address associated with their contact record. To send one of your contacts an email, just navigate to the Contacts section on the left-hand side of your Farmbrite navigation.

Now you can search for your contact. To search for the contact that you are looking for, type their name in the search field at the top right of the page. When you find the contact you're looking for, you can click on the email link or enter their contact record to find more information about them or add more information to their record.

To quickly email them click the email address on their record as it is a clickable link to your Contacts List. Click it to open your default email program with their email address prepopulated into the recipient field. Compose 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. The top navigation bar includes the Farmbrite logo, a search bar, and user account information. The left sidebar contains navigation items: Schedule, Tasks, Livestock, Plantings, Resources, Accounting, Market, **Contacts** (highlighted), Farm Map, and Reports. The main content area is titled 'Contacts' and features a 'New Contact' button and a search bar. Below is a table of contacts:

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 Breedi...</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	✗

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