## Send a one-off email to a contact s

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

Fax 1	Work 🔻	
Email / Social		
Email	tyler.m.durden@outlook.com	<u>Σ</u> .
	Status: Unconfirmed Manage Email	Status.
Website		¢
Twitter		<b>y</b>
Facebook		f

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

Send			
From:	"Martin Cash@infusionsoft.com>		
To:	"Jeremy Harlan" <martintcash@gmail.com></martintcash@gmail.com>		
Cc:	Type to search		
Bcc:	Type to search		
Туре	Multipart		
Subject:			

3. Click Send

ger Pro 🛛 🗙	Mozilla Firefox
I/Contact/manageCon JIRA X R29 X Mair	https://qg106.infusiontest.com/Mail/compose.jsp?id=169&templateid=3479&Mail
	Send Attach Template Cancel
send Martin Cash" <martinc@infusionsoft.com></martinc@infusionsoft.com>	
-	To: "Jeremy Harlan'
se select a country	Cc: Type to search

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