

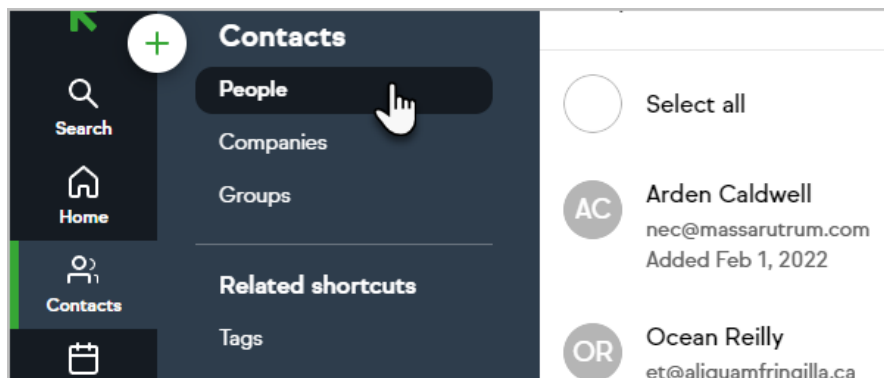
Add contacts - follow up with customers

This article applies to:

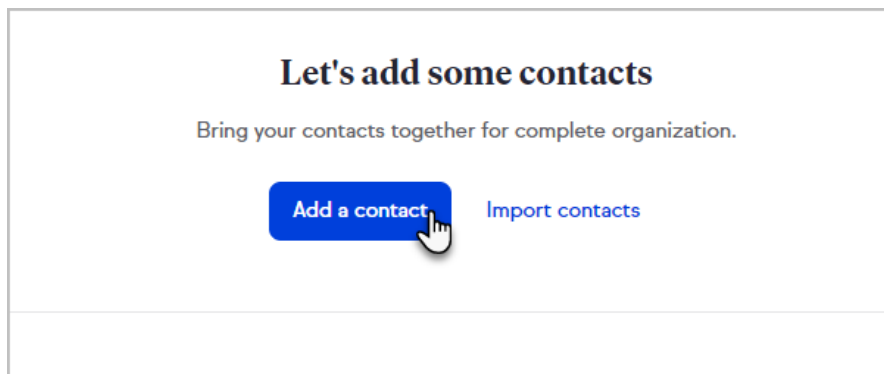
Promptly follow up with your new contacts with an email sent directly from their contact record.

Send Follow-up, Introduction, or Invite to set appointment email

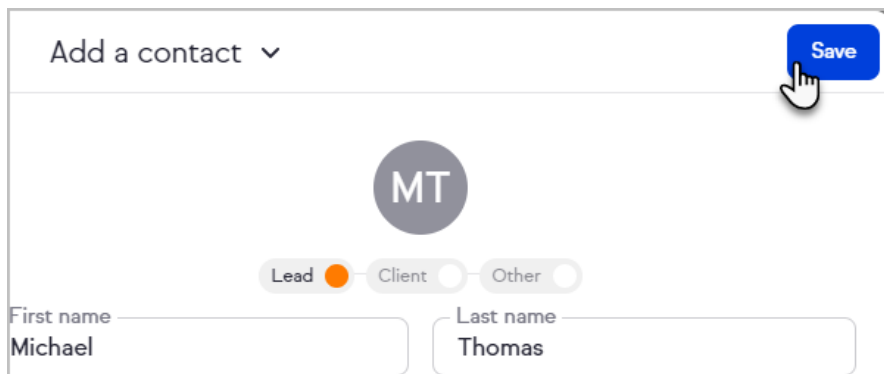
1. Navigate to **Contacts > People** located on the left navigation



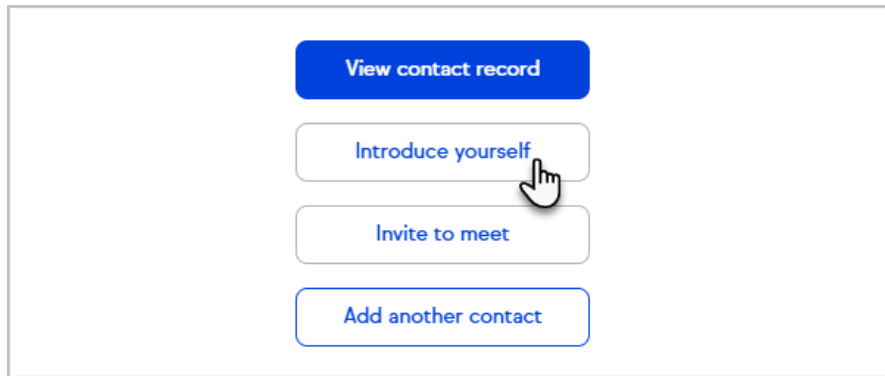
2. Click **Add a Contact**



3. Complete the form and click **Save**



4. Select an action, such as **Introduce yourself**, or click the close button



5. Review and edit your introduction email
6. Click **Send**

