

# HAVE YOU LOOKED AT CHAI BOOK YET?

If you are wanting to email someone in Chai Book there are a few simple steps...click on "People"

Profile Groups **People** Reports Communication Admin



Home My Profile Groups **People** Reports Communication Admin

## People

Find someone by typing their name below

**kim**

Find someone by typing their name in the box

### Actions

**Send an email**

Download vCard

Create profile report

Add to process queue...

Click on "Send an email"

Send an email

Cancel

To: **Kim DeJesus**

**Subject:**

**Email Body:**

Attach files to this email...

Also send a copy of this email to me **Send**

Fill in the "Subject" line and the "Email Body"

Scroll down and push "Send"