

Sending an Engagifii Message

8 Steps [View most recent version](#) 

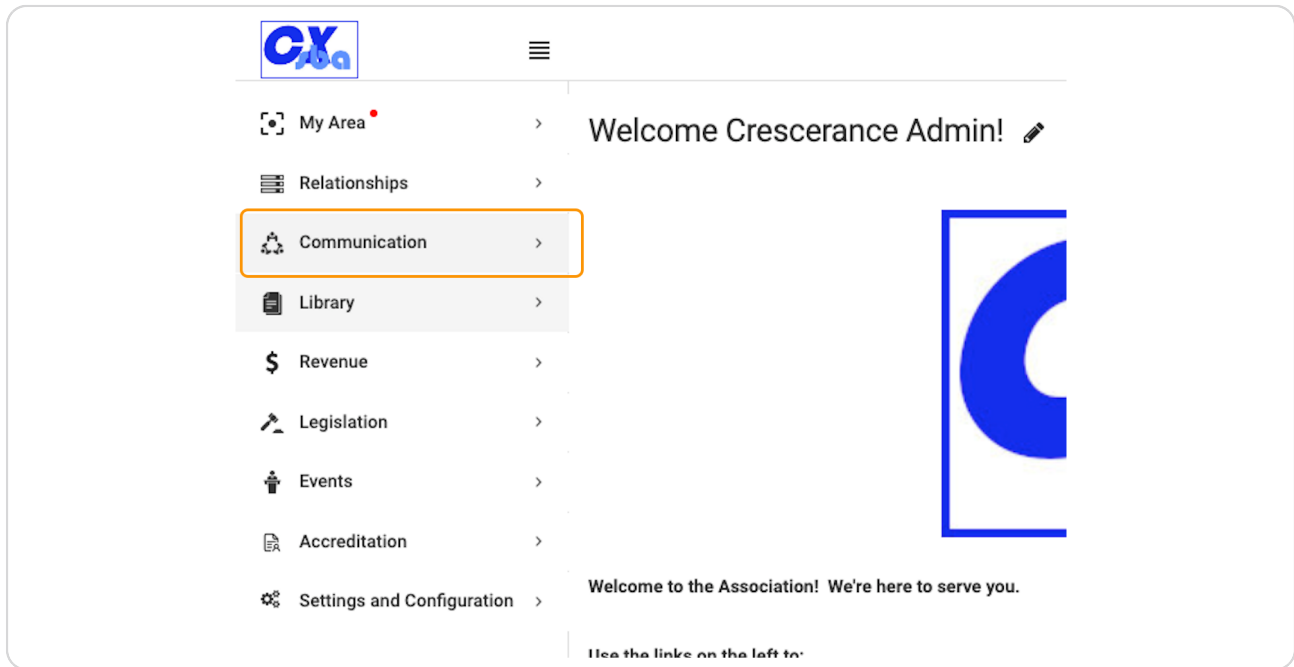
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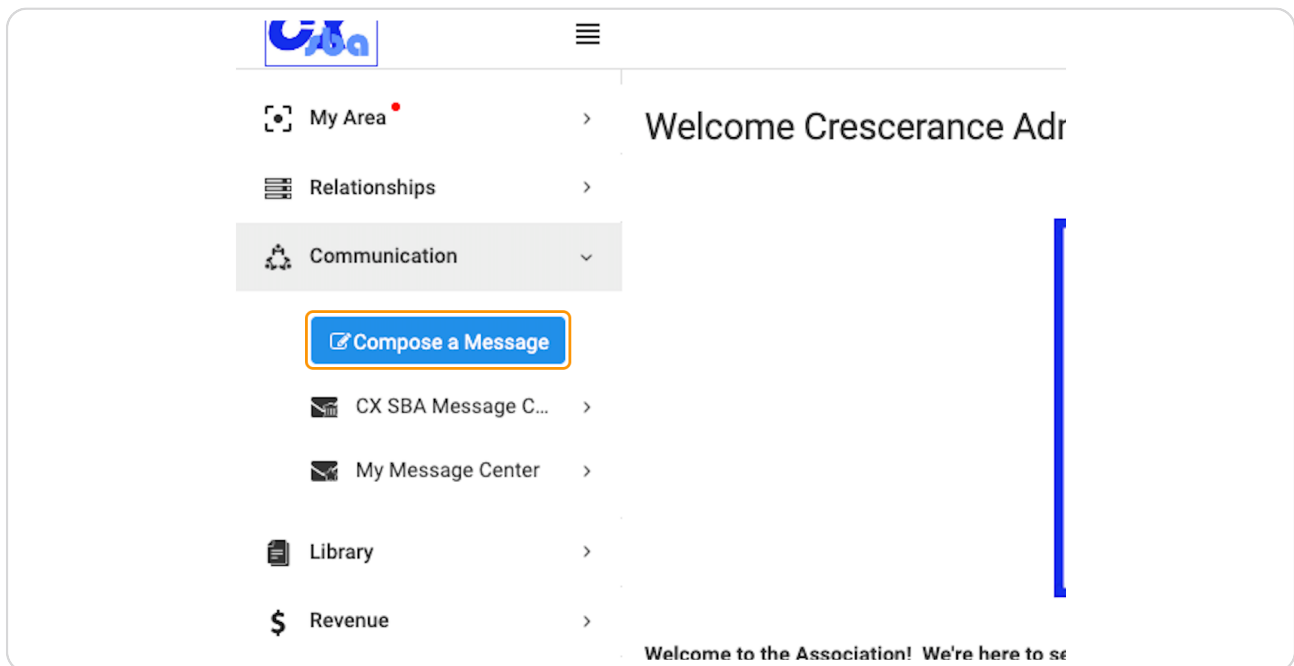
STEP 1

Click on Communication



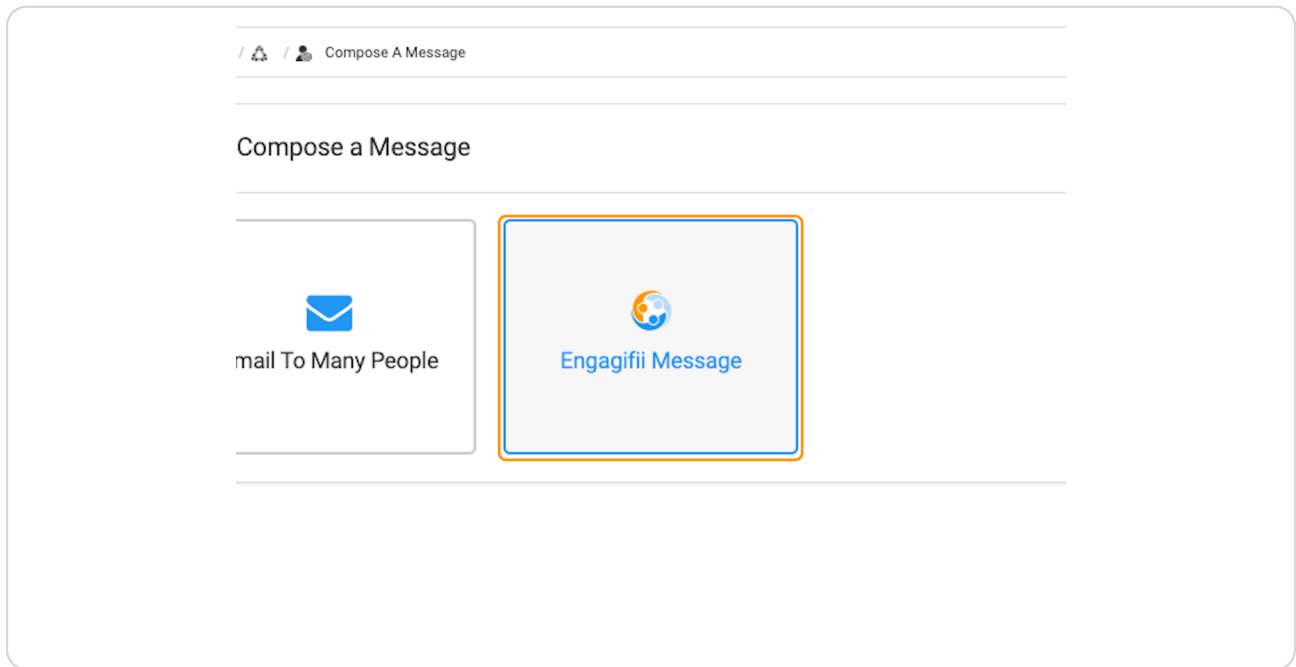
STEP 2

Click on Compose a Message



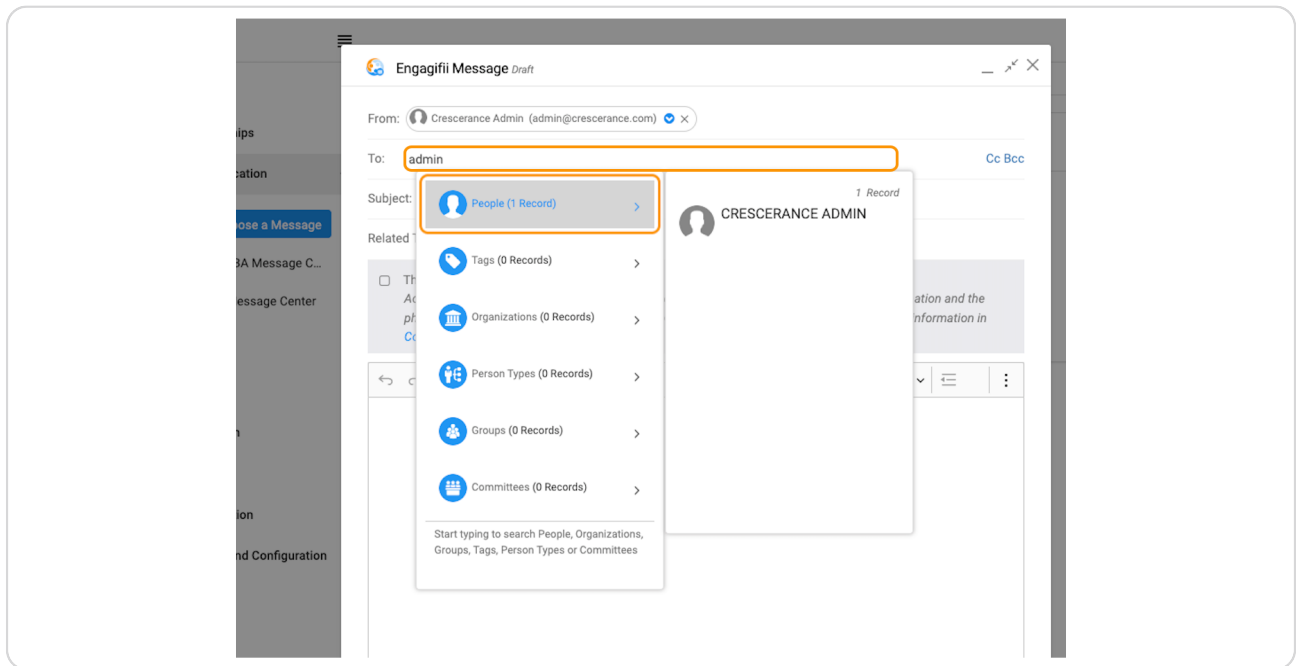
STEP 3

Click on Engagifii Message



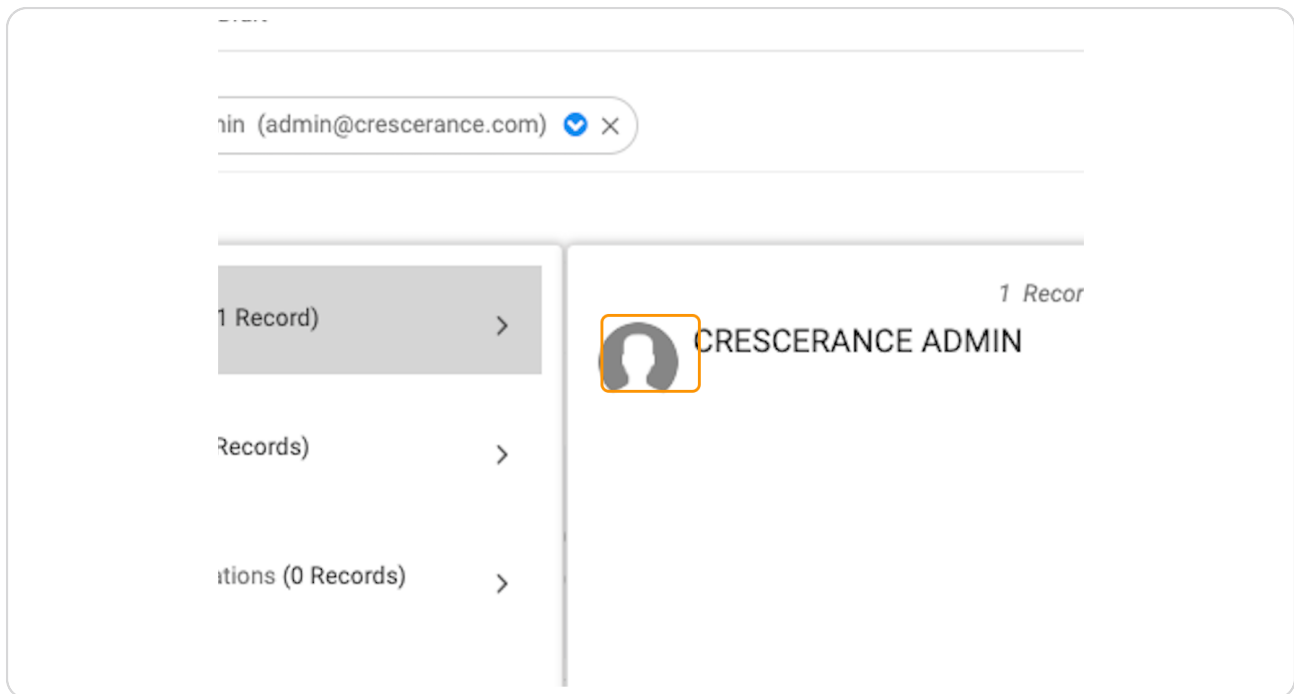
STEP 4

Type the name of the recipient in the To: field



STEP 5

Select their name from the Spotlight Search drop down



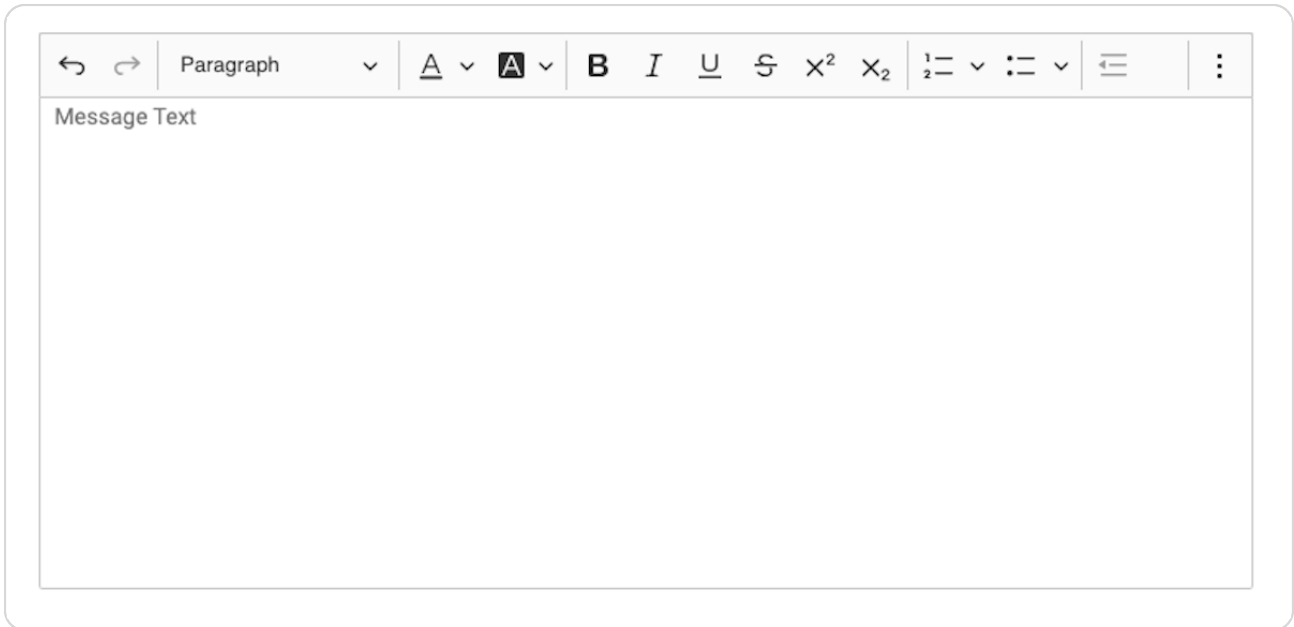
STEP 6

Add your Subject Line



STEP 7

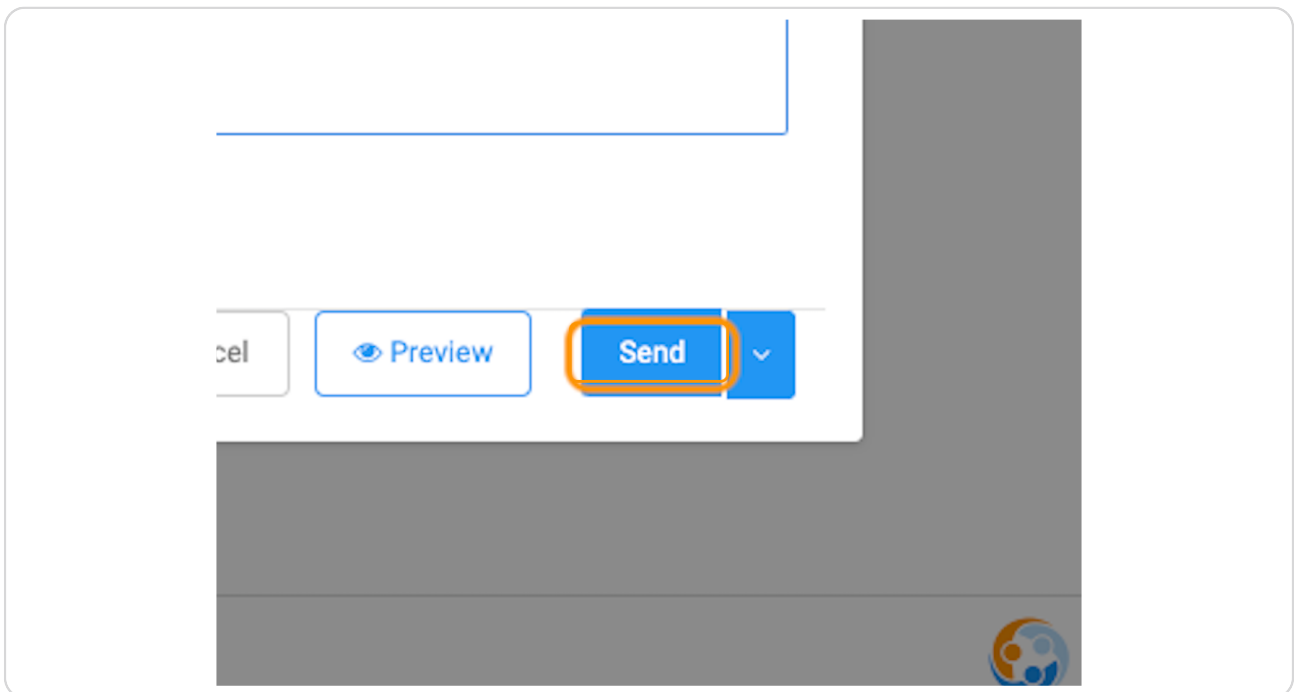
Add your Message Text



The screenshot shows a message editor interface. At the top, there is a rich text toolbar with various icons for undo, redo, paragraph style, text color, background color, bold, italic, underline, strikethrough, link, unlink, bulleted list, numbered list, and indent. Below the toolbar is a large, empty text input area labeled "Message Text".

STEP 8

Click on Send



The screenshot shows a message editor interface. At the bottom, there is a row of buttons: "Cancel", "Preview", "Send", and a dropdown arrow. The "Send" button is highlighted with an orange box. The background of the editor is greyed out, indicating that the message is ready to be sent.

