

How Do I Send an Individual Email?

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Quick Steps: TicketDesq > TicketDesq Console > Ticketholders

You may need to individually contact ticket holders during the ticket purchasing process for updates or changes.

1. Within the Management Console, select **TicketDesq** from the top menu, then click on the name of the form to enter the relevant Ticketdesq Console
2. Select **Ticketholders** from the expanded left menu.
3. Find the individual you would like to email and click the **Email** icon on the right hand side.
4. Email templates are set up under your **Tools** tab - see article [How do I set up an email template?](#)
5. If you choose **Blank Template**, you can edit the email's contents at the next step. Click Next.
6. Complete **Sender name** (name that will appear in the recipient's inbox), **Sender Email Address** (email address that will appear in the recipient's inbox), **Subject** (email's subject heading). You also have the option to edit any of the email's details via the tabs at the top.
7. Click **Send Email**.

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