

Create an Email in HR Essentials

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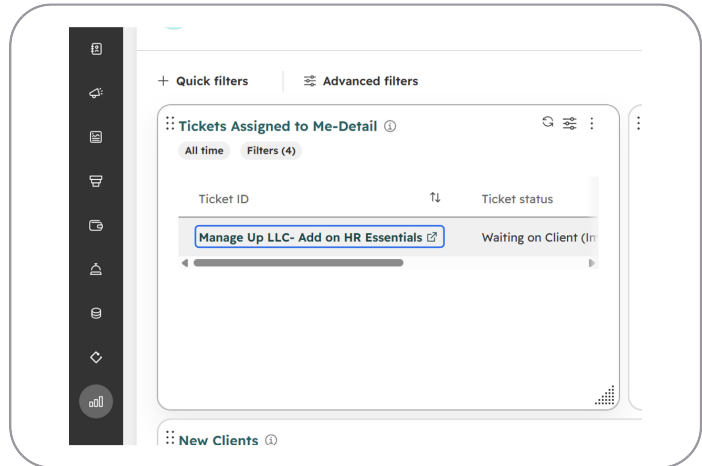
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Reports dashboard

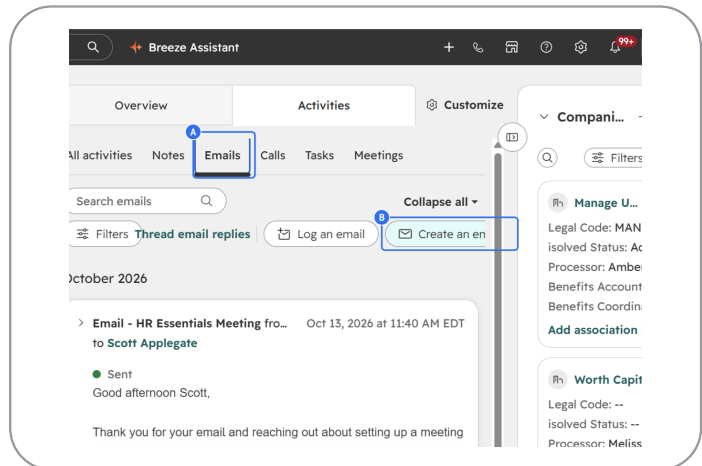
1

Click on HubSpot Ticket you want to send an email out of.



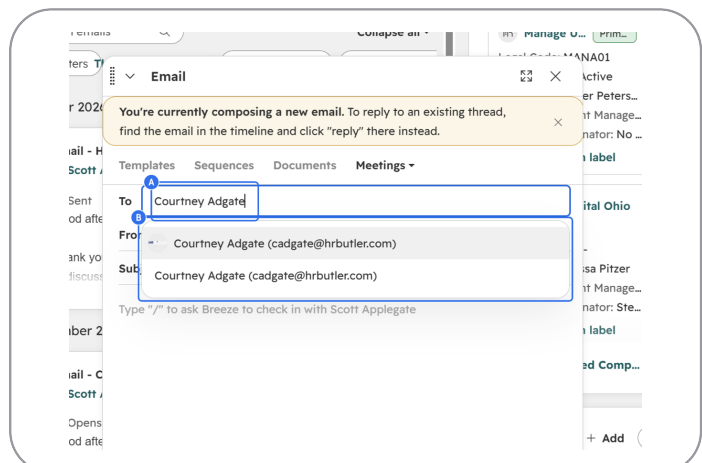
2

A. Click on Emails
B. Click on Create an email



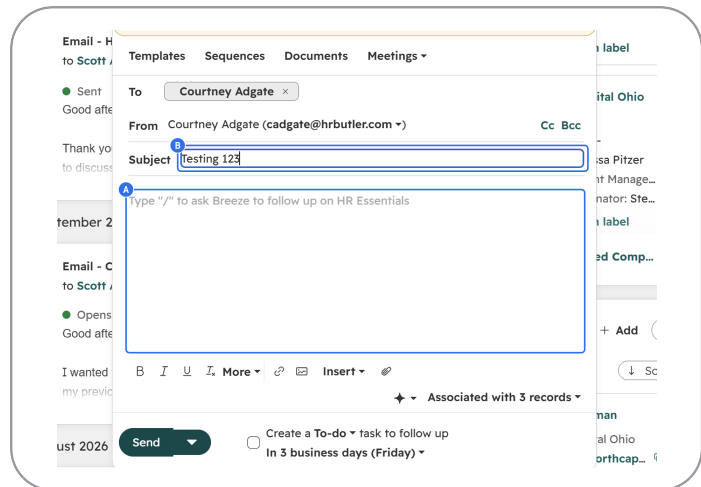
3

A. Type the contacts name within the To
B. Select the contact from the drop down



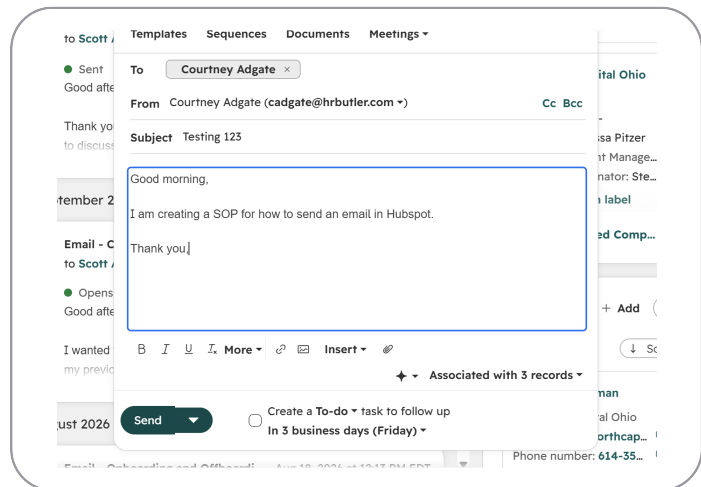
4

A. Click within the Subject field
B. Type your subject



5

Type the body of the email



6

Click on Send

