

# Send Email

Version 10

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Need to send a special communication to users? Send an email in Manage People. You can set the subject and email body.

To send an email:

1. Click the gear icon > **Control Panel** > **People** > **Manage People**.
2. Check users.
3. Click **Send Email**.
4. Enter a subject.
5. Enter the email body.
6. Click **Send**.

## Related

### [Mass Email](#)

Send an email to all users in your intranet.

### [How to Make an Announcement](#)

In this guide, you'll learn how to make announcements using a variety of methods to your entire intranet as well as to groups of people. Communifire has multiple options to send announcements to your entire intranet. Make an announcement to notifying the entire community about an upcoming system maintenance outage, introduce new employees in a certain department, or advertise open positions.

### [New User Engagement Email](#)

The new user engagement email is sent to new users who haven't engaged on your intranet after a certain number of days. The new user engagement email helps you automate

engagement reminders to your new users.

### [Inactive User Email](#)

The inactive user email is sent to users who haven't engaged on your intranet after a certain number of weeks. The inactive user email automates engagement reminders to your intranet users.

### [How to Post on a User's Wall](#)

You can post to another user's Activity Stream if they're connected to you. They'll receive a notification about the wall post. Post on someone's wall to ask a question, start a conversation, or follow up on something.

tags : site-administrator