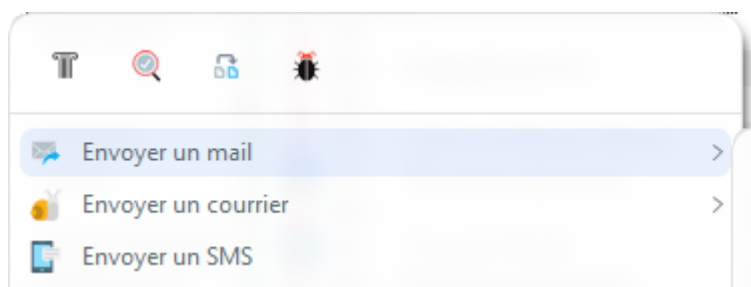


Send an email, post, or SMS

Via Gestan, you can directly send a standard email, standard letter, or standard SMS to any selected contact.

In these standard messages, a system of keywords allows them to be personalized with the corresponding data. For example, you can put %CONTACT_NAME% in the body of your message, which will be replaced by the contact name when generating the message (see [mots-cles](#)).

Mail-type



The window allows you to configure the email to send.

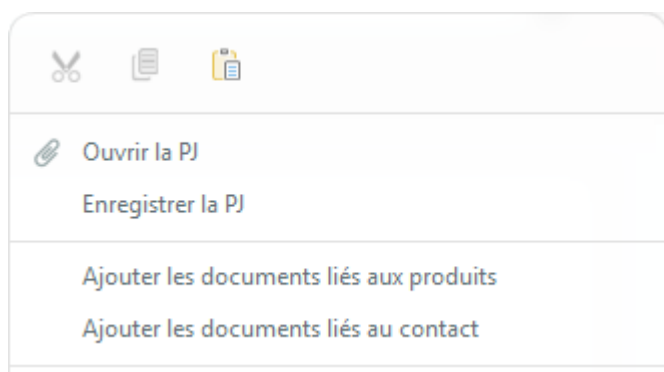
The **To**, **CC**, and **CCI** fields are intended for recipient addresses, clear copy, and hidden (invisible) copy.

The **PJ** field indicates the path of the possible attachment. You can open this attachment, for checking before sending, by right-clicking on the field. You can add as many attachments as you want (within any size limits imposed by your ISP).

It is possible to specify that the email has a **high priority** and/or request a **read confirmation** or an **acknowledgment of receipt** from the recipient (the recipient may, however, refuse to send it to you). send).

If the **copy** box is checked, the copy of the email is sent to the sending user's email address.

If the **memo** box is checked, a “mail” action is stored in the contact folder, memorizing the characteristics and text of the email sent.



The context menu of the **PJ** field allows you to automatically add all or part of the documents linked to the contact, and/or to the products in the room, as attachments to the email.

Standard mail

17	M.	HARTMAN	Olger	VAL DE WEISS	EM	4bis Avenue de Latronche	12300	ST SANTIN	02-60-48-50-41	Supprimer
7	M.	HILLAIRE	Max	DANDUR & Fils	EM					
5	M.	HOCQUARD DE TOU	Adh�mar	Work and C�	EM					
14	M.	KOUTHERR	Hans		EM	HaligeStrasse 45	0415	BERLIN		Imprimer

The **Business/Personal/Billing/Delivery** selector allows you to select the address to be taken into account for the selected contact.

If the **memo** box is checked, a “mail” action is stored in the contact's folder, memorizing the characteristics and text of the mail sent.

Check boxes:

- **without N/Ref:** allows you not to print the “N/Ref” line
- **without tracking:** allows you not to print the [Followed by] line
- **without address:** allows you not to print the address: you can therefore use standard letters for any document other than a letter, such as for example an internship agreement or a sworn certificate, documents which do not necessarily have to adopt the standard formatting of a letter.
- **without header** and **without footer** allow you not to edit a header and/or footer. Very useful if you are using pre-printed paper.

SMS type

Envoi SMS

Daisy DRATEY

Sofar SARL

☒ 06-59-87-55-13 (Pro)

☐ <N/A>

☐ 01-59-87-45-96 (Pro)

☐ <N/A>

Destinataire(s)

06-59-87-55-13

Message

Votre RDV de 09:00 ce jour est confirm .

1 SMS

☐ M moriser

Valider

Fermer

To send SMS, you must have opened an SMS sending account with a provider.

Depending on the boxes checked, the selected phones will be displayed in the **Recipients** area.

Clicking on the **Validate** button sends the **Message** area by SMS.



Other “Contacts” articles

[Children](#)

[Contact addresses](#)

[Contacts](#)

[Contacts: quick creation](#)

[Default email recipients](#)

[Documents](#)

[Geographical assignment of contacts](#)

[Group mailings](#)

[Mail merges](#)

[Send an email, post, or SMS](#)

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