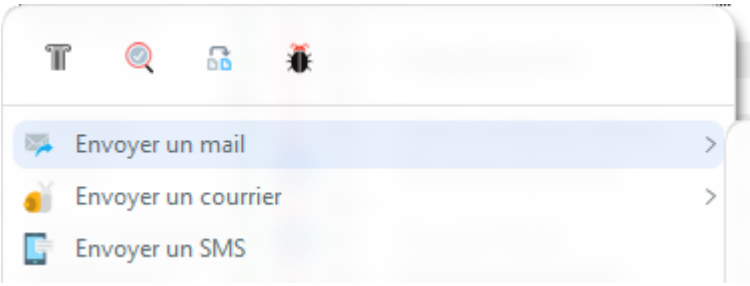
Send an email, post, or SMS

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.

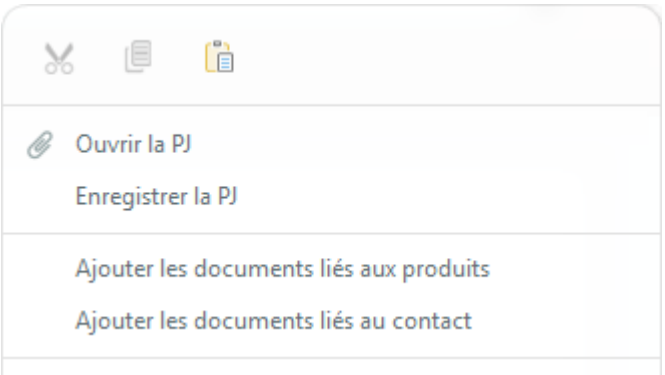
The **To**, **CC**, and **CCI** fields are intended for recipient addresses, clear copy, and hidden (invisible) copy.

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).

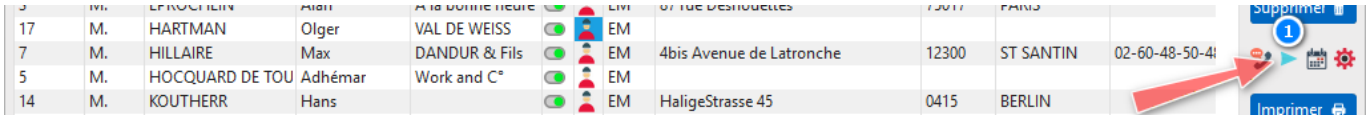
If the **copy** box is checked, the copy of the email is sent to the sending user's email address.

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



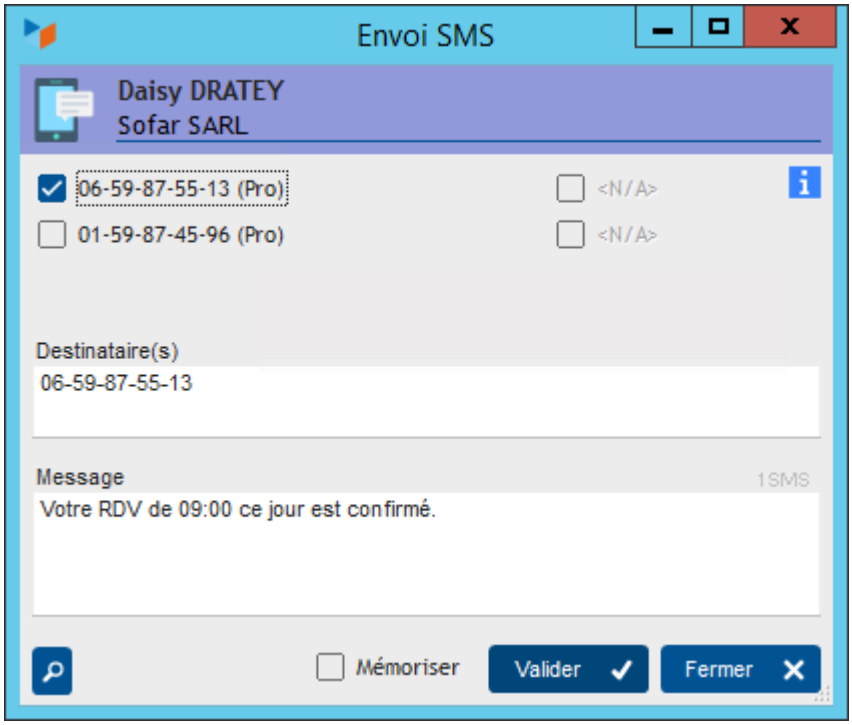
The **Business/Personal/Billing/Delivery** selector allows you to select the address to be taken into account for the selected contact.

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



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: quick creation
Default email recipients
Document details
Enabling the feature
Geographical allocation of contacts
Geographical assignment of contacts
Group mailings
List of memberships
Mail merges
Send a message (email, letter or text message)
The contact list

From:
https://manuel.gestan.fr/ - **Le manuel de Gestan**

Permanent link:
https://manuel.gestan.fr/en/wiki/contacts/envoimessage?rev=1750792588

Last update: **2025/06/24 19:16**