

CITK

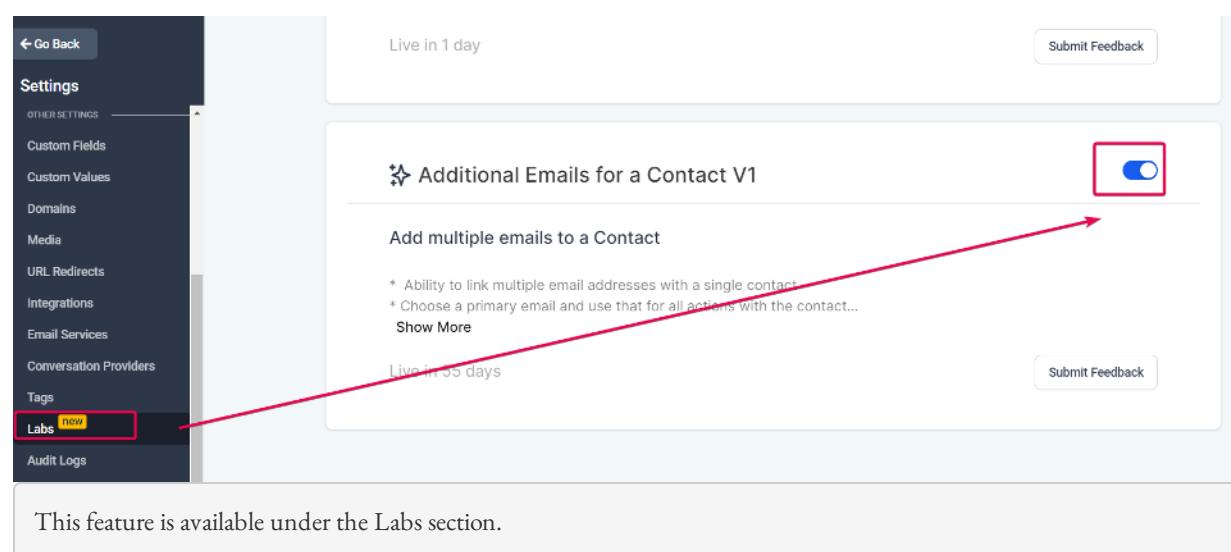
How to input multiple Email Addresses for a Contact? : CITK



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The "Multiple Emails for a Contact" feature allows users to add more than one email address to a contact's details: one primary Email Address and Ten Additional Email addresses. Users can add, manage, and edit multiple email addresses for a contact and choose a primary email that will be used for all actions and interactions with the contact. Additionally, the feature will support conversation for additional emails, bulk import, and emails in the near future.

Please Note:



The screenshot shows the CITK Settings interface. On the left, a sidebar lists various settings categories: Go Back, Settings, OTHER SETTINGS, Custom Fields, Custom Values, Domains, Media, URL Redirects, Integrations, Email Services, Conversation Providers, Tags, **Labs** (highlighted with a red box and labeled 'new'), and Audit Logs. The main content area displays a feature titled 'Additional Emails for a Contact V1' with a 'Live in 1 day' status and a 'Submit Feedback' button. The feature description includes: 'Add multiple emails to a Contact', 'Ability to link multiple email addresses with a single contact', 'Choose a primary email and use that for all actions with the contact...', and a 'Show More' link. A red arrow points from the 'Labs' section in the sidebar to the 'Additional Emails for a Contact V1' feature in the main content area. A note at the bottom states: 'This feature is available under the Labs section.'

The "Multiple Emails for a Contact" feature is a new functionality that allows users to add multiple email addresses to a contact's profile. This feature is designed to enhance the functionality of contact management by providing more flexibility in how email information is stored and managed.

Please Note:

Apart from the original primary Email Address, users may add up to **Ten** additional email addresses. Which is a total of **Eleven** Email addresses,

Once enabled, users can add, edit, and manage multiple email addresses for a contact. This can be done while creating a new contact or editing an existing one. Users can specify which email address is the primary one that will be used for all communications and interactions with that contact. This can be helpful in cases where a contact has multiple email addresses for different purposes, such as work and personal email addresses.

In addition to the current functionality, future updates to the feature are planned to include conversation support for additional emails, bulk import of email information, and additional email management features. These updates will make it even easier for users to manage email information for their contacts while providing more communication and outreach options.

What are the benefits of this feature?

The "Multiple Emails for a Contact" feature offers several benefits to users, including:

Enhanced Contact Management: This feature provides greater flexibility in managing email information for contacts, allowing users to add and manage multiple email addresses for each contact. This can be particularly useful for contacts with multiple email addresses for different purposes or roles.

Improved Communication: Users can choose a primary email address for each contact, which will be used for all actions and interactions with that contact. This helps to ensure that communication is directed to the correct email address, making it easier to stay in touch with contacts and avoid missing important messages.

Time-Saving: The ability to bulk import email information can save time, particularly for users who must add multiple email addresses for many contacts.

Increased Efficiency: With the ability to manage multiple email addresses for each contact, users can avoid creating multiple contacts for the same person with different email addresses. This can help avoid duplication and confusion, and increase efficiency and productivity.

What are some usage cases for this feature?

Here are some unique usage cases for the "Multiple Emails for a Contact" feature:

Sales and Marketing: Sales and marketing teams can use this feature to manage email addresses for different stakeholders in a company, such as decision-makers, gatekeepers, and influencers. By having multiple email addresses for each contact, teams can ensure that their communication reaches the right person, increasing the chances of conversion.

HR and Recruiting: HR teams can use this feature to manage email addresses for candidates, employees, and contractors. This can help ensure that communication is sent to the correct email address for each person, which is particularly important regarding sensitive or confidential information.

Non-Profit Organizations: Non-profit organizations can use this feature to manage email addresses for donors, volunteers, and other stakeholders. By having multiple email addresses for each contact, organizations can ensure that their communication reaches the right person and is tailored to their interests.

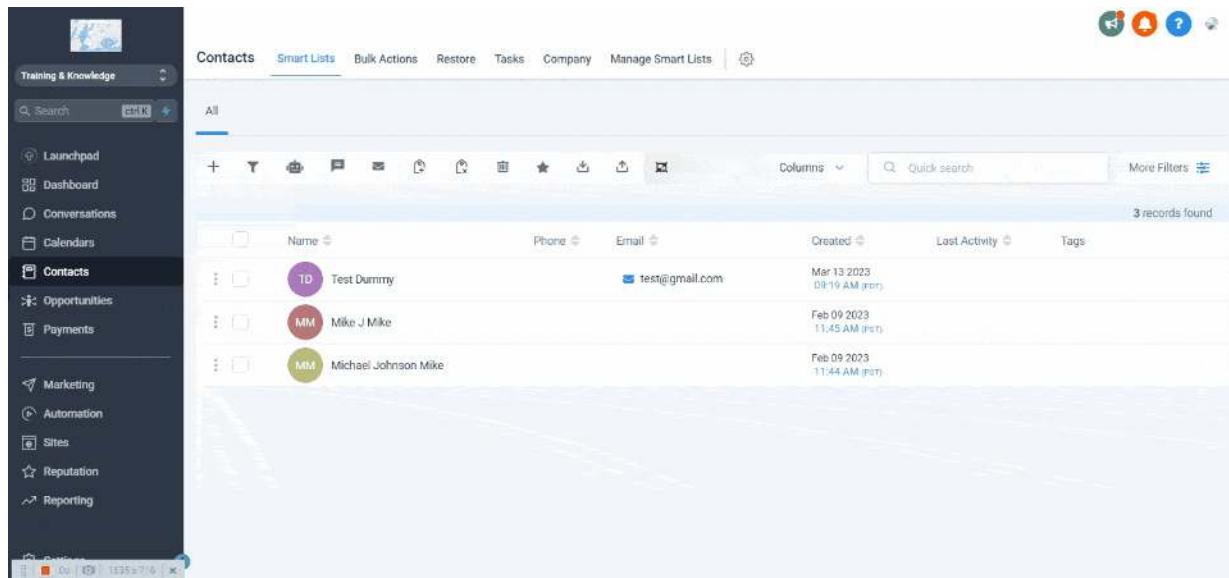
Family Management: Individuals or families can use this feature to manage email addresses for family members, friends, and other contacts. This can be particularly useful for managing group emails or email lists, such as for a family reunion or a school PTA.

Education: Teachers or school administrators can use this feature to manage email addresses for students, parents, and other stakeholders. Teachers can ensure that their communication reaches the right person and is tailored to their needs by having multiple email addresses for each contact.

You could add additional email address fields when creating or editing a contact.

Adding additional emails when creating a contact:

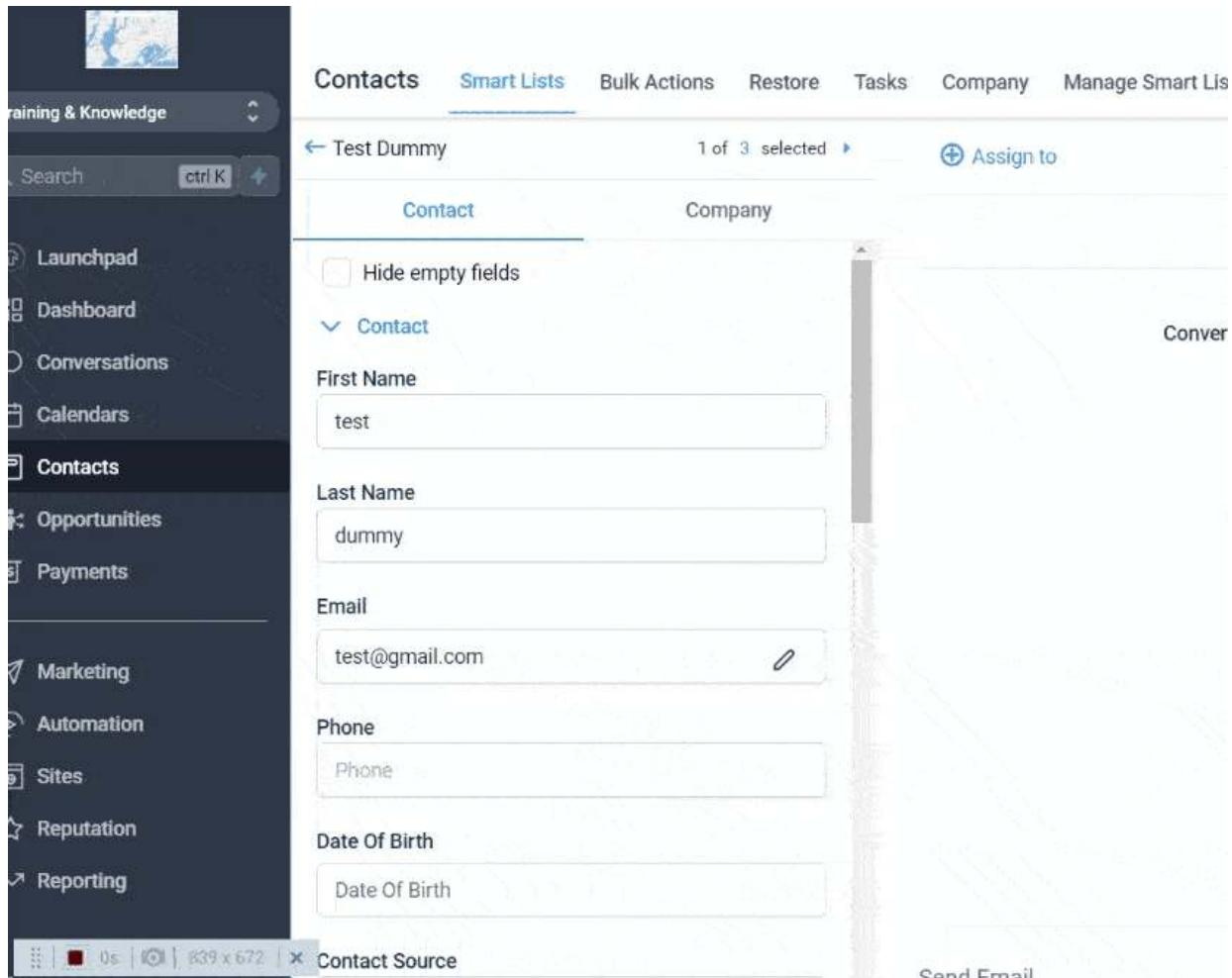
For creating a contact, it can be done as follows:



Name	Email	Created	Last Activity	Tags
Test Dummy	test@gmail.com	Mar 13 2023 01:19 AM (inst)		
Mike J Mike		Feb 09 2023 11:45 AM (inst)		
Michael Johnson Mike		Feb 09 2023 11:44 AM (inst)		

Adding additional emails when editing a contact:

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Reputation

Reporting

Contacts

Smart Lists

Bulk Actions

Restore

Tasks

Company

Manage Smart Lists

Test Dummy

1 of 3 selected

Contact

Company

Hide empty fields

Contact

First Name: test

Last Name: dummy

Email: test@gmail.com

Phone

Date Of Birth

Contact Source

Send Email

When Editing a contact, additional email addresses can be added as follows:

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Email

<input checked="" type="radio"/>	Email 1	
<input type="radio"/>	Email 2	
<input type="radio"/>	Email 3	
<input type="radio"/>	Email 4	
<input type="radio"/>	Email 5	
<input type="radio"/>	Email 6	
<input type="radio"/>	Email 7	
<input type="radio"/>	Email 8	
<input type="radio"/>	Email 9	
<input type="radio"/>	Email 10	
+ Add email		

The Add Email button will disappear once you have a total of Eleven Email fields for a contact:

How to choose the primary email address?

You need to click on the circle next to the email you want to make primary to make the change happen. Changes will be applied once you save.

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