

## Send e-mail message to user / patron within User Details screen

- **Article Type:** Q&A
- **Product:** Alma

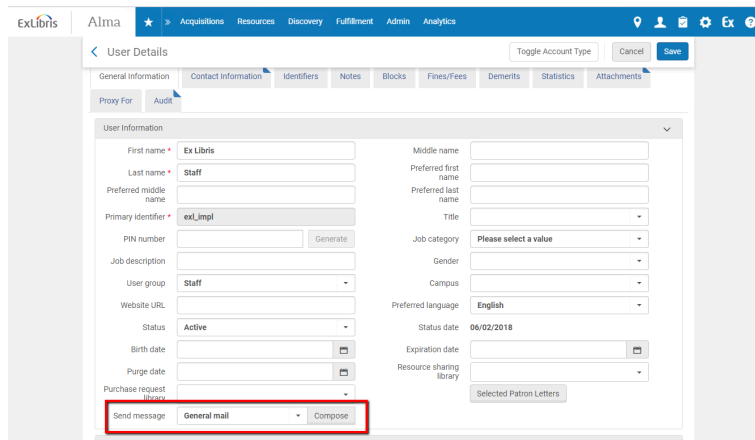
### Question

Can staff send an e-mail message to a user / patron within the User Details or Patron Services screen?

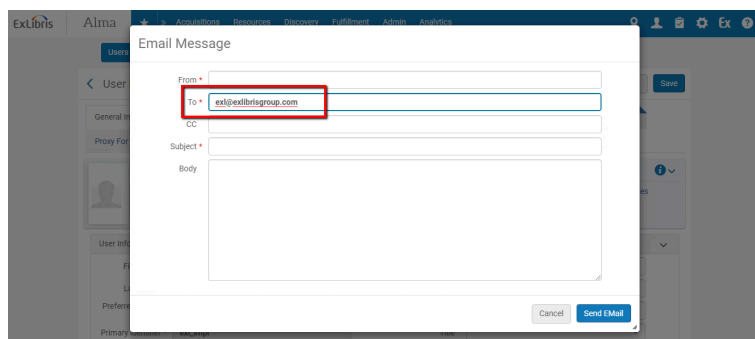
### Answer

Yes, from the user details screen. There are several ways to open this screen. Here we show one way:

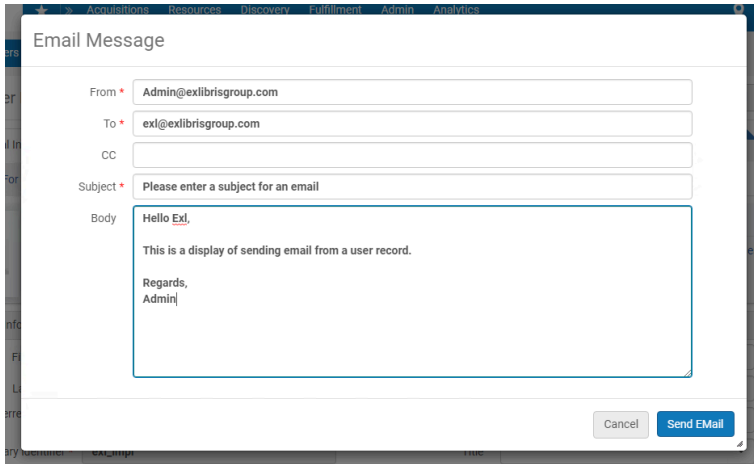
1. Search for the name of the user in the persistent search box.
2. Click Actions > Edit on the desired user.
3. In User Details > General Information > by Send Message click "Compose":



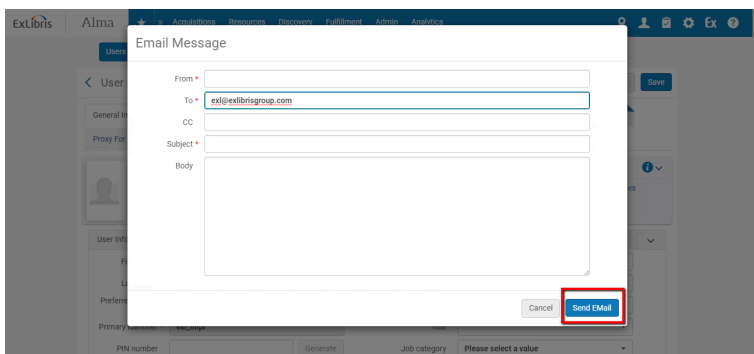
4. An email template opens up, already filled with the patron's email address:



5. Fill in the From, Subject and Body of template:



## 6. Click "Send"



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## Additional Information

Operators with 'Can't edit restricted users' configured won't be able to send EMail to user accounts defined as 'restricted for editing.' More information regarding [Restricting Users for Editing](#).

**Category:** User Management

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