**Send an E-Mail Message**

You may send an ad hoc e-mail message to TTB staff using the Formulas Online system. Follow these steps to send an e-mail message:

1. Select the **Notify** link in the action bar. The E-mail Notification pop-up window displays. See Figure 1.

   **Figure 1: Send an E-Mail Message – E-Mail Notification Pop-Up Window**

2. Select the e-mail message recipients.
   a. Select the **To** button. The Contact List pop-up window displays. See Figure 2.
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Figure 2: Send an E-Mail Message – Contact List Pop-Up Window

b. Select the primary recipients (by role) from the Select Recipients list.

►Note: BAL contacts display for beverage submissions. NPL contacts display for nonbeverage submissions.

►Note: Press the CTRL key to select multiple recipients.

c. Select the **To** button to add the primary recipients to the To field.
d. Select the secondary recipients (by role) from the Select Recipients list.

►Note: BAL contacts display for beverage submissions. NPL contacts display for nonbeverage submissions.

►Note: Press the CTRL key to select multiple recipients.

e. Select the **CC** button to add the secondary recipients to the CC field.
f. Select the **OK** button. The Contact List pop-up window closes and the E-mail Notification pop-up window displays.

3. Enter the e-mail message subject in the Subject field.
4. Enter the e-mail message in the Message field. See Figure 3.
5. Select the **Send** button. The E-Mail Notification pop-up window closes and the e-mail message is sent to the selected recipients. A copy of the e-mail message is added to the Comments tab associated with the submission. See Figure 4.

Figure 4: Send an E-Mail Message – Comments Tab with E-Mail Notification Added