

How to add multiple emails to an account

Gimme VMS users can add multiple email contacts to any account.

Follow these steps to add email contacts to the account:

1. Use the **three-line menu button** at the top left of VMS to navigate to the **Accounts** page.
2. Next, use the red **Accounts search field** to find the account
3. Enter the account name
4. Click on the account and click **Next**
5. Click on **More Info >** to open the account
6. Click on the **three-dot red menu button** on the top right
7. Click **Edit Account**
8. On the Edit Account page, click the **+** icon located under Email 1
9. Enter the new email
10. Repeat steps 8 and 9 if entering additional emails
11. Once complete, click **Next**.

[Video: How to add multiple emails to an account in Gimme VMS]