**ALMA QUICK TIP: Free Text Communication with Patrons**

1. From the persistent search bar, search for the patron



1. Using the 3-dot menu on the right, choose Edit



1. This will take you to the User Details screen. Look for “Send Message” on the bottom right and choose “General Email” and “Compose.”



1. Compose your email message. When finished, “Send Mail.” The message will be saved in the patron’s account under attachments.

