

Course Summary

**Course Duration**

30 min

**Audience**

All IQ Users

**Method of Training**

WebEx/remote

**Market**

House, Senate

**Customer Service**

US Senate email:  
[helpdesk\\_iq@scc.senate.gov](mailto:helpdesk_iq@scc.senate.gov)

General Support Email:  
[support@IQservicedesk.com](mailto:support@IQservicedesk.com)

Live Chat support available  
within IQ

703-206-0188

Monday –Friday

7 AM to 7 PM (EST)

*\*Extended Hours vary by  
contract.*

**Website**

[www.intranetquorum.com](http://www.intranetquorum.com)

**Document Revision Date:**

January 2021

Training Agenda

Workshop: Using Form Letter to Respond to  
Bill-Related Messages

1 Agenda

Assigning responses for each bill position (pro, against, undecided) &  
sending responses to constituents