

**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@IQservicesdesk.com](mailto:support@IQservicesdesk.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:**

March 2021

**Workshop Agenda: Using Auto Send Feature for Campaigns and Combining Campaigns**

DESCRIPTION
<p>Auto-response rules for your campaign messages enables you to associate all current and future messages of a campaign to an issue, bill, staff, Form Letter, or batch. These categories can be included in a set of rules that can be automatically applied when responding to all current and future messages for the campaign.</p> <p>Combining multiple campaigns that are similar in nature reduces the volume of campaigns to manage.</p> <p>In this workshop, a user learns how to use auto-response rules for campaigns and how to combine campaigns.</p>
OPTIONAL
<p>To enhance the learning experience of this virtual training, participants may follow the instructions provided in the presentation by logging into their IQ account using an additional workstation.</p> <p>Since the training session is a LIVE demonstration, please keep in mind that technical issues unrelated to the course may need to be addressed outside the session by an Office IQ Consultant.</p>

**1 Agenda**

Setting and using the *Auto Send* feature for Campaigns

Combining Campaigns

Using a Form Letter for multiple campaigns

**2 Wrap Up**