

# Sending Emails through Alchemer Workflow

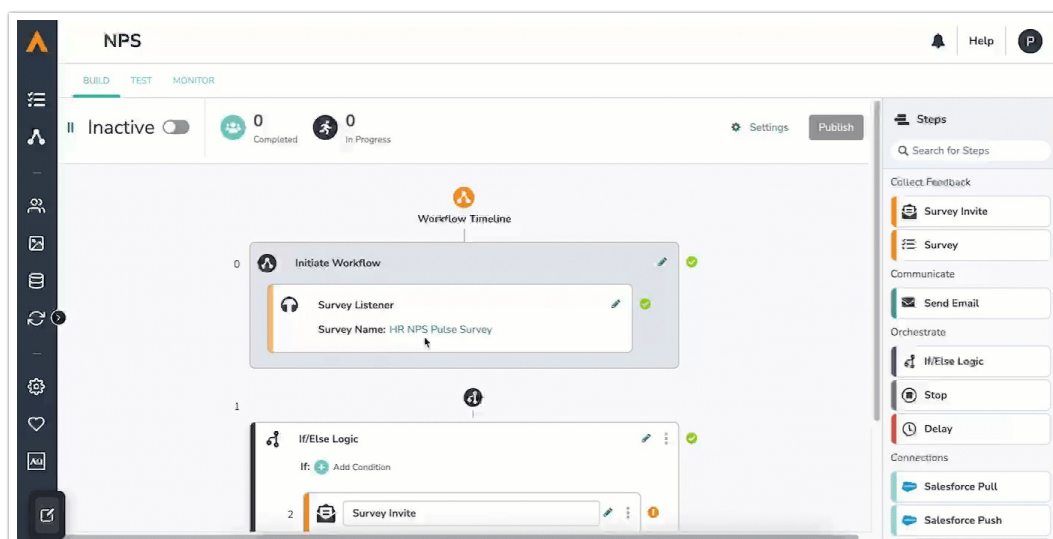
## Sending Emails

The Send Email Step sends an email notification to an identified recipient. This recipient could be a customer or an internal stakeholder, like a member of your customer support team.

The Send Email Step functions like a typical [email campaign within Alchemer](#) and has similar customization and functionality.

Follow these steps to add and edit a Send Email Step:

1. Select “Send Email” from the Step list on the right side of the screen. Drag it over to your workflow timeline.



2. Click on the pencil icon to customize the email that you would like to send.
3. Hit the “Save” button.

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