

Emailing Invoices Part 2.

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Sage

Agenda

Introduction

Demonstrations

- Take a layouts only backup
- Report Properties / Save As
- Apply email settings to a layout
- Advanced settings
- Send immediately
- Set/Change the Quick Email Layout

Further support

Emailing Invoices.

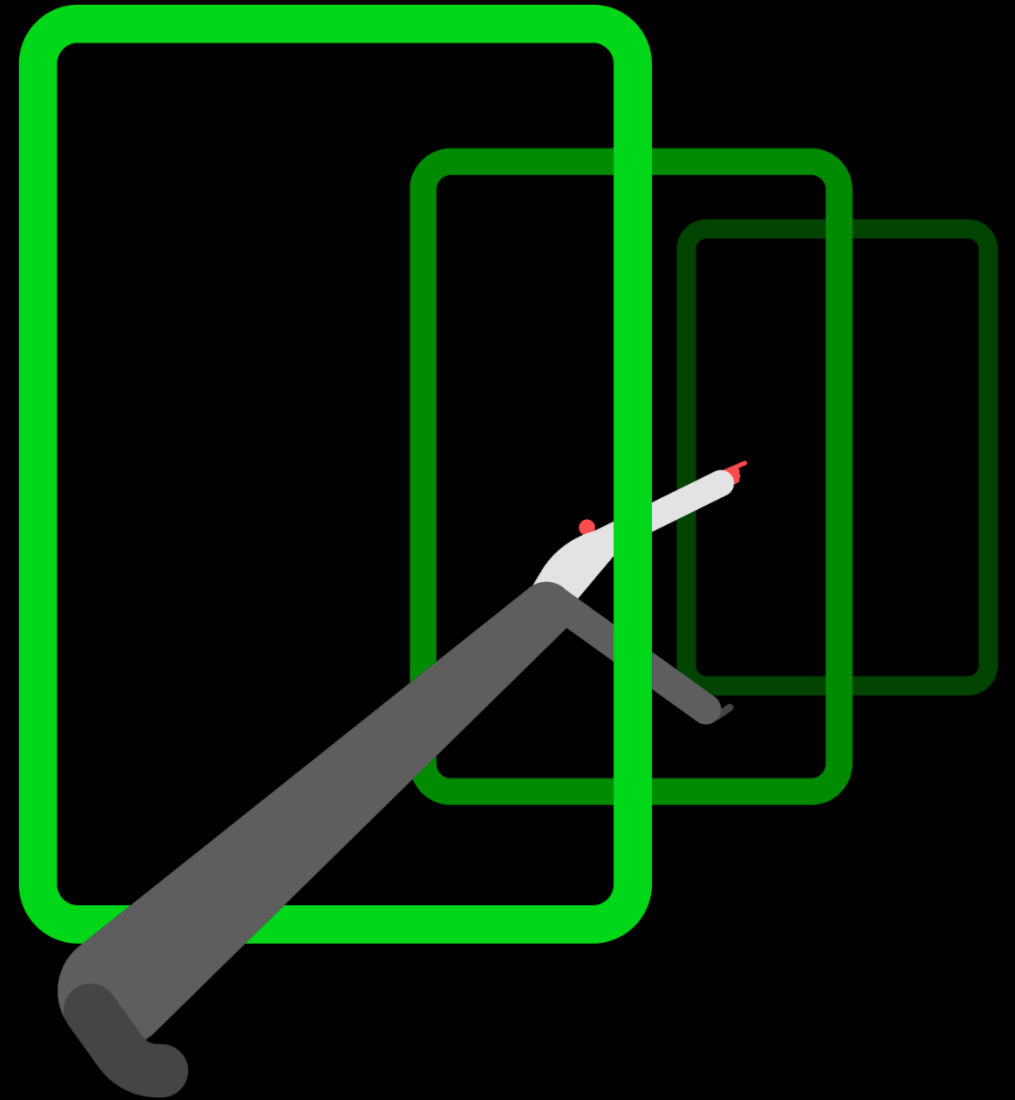
Introduction

- Sage 50 Accounts makes it easy to email documents, meaning that sending invoices, orders, remittances and completing your statement run is a quick and simple task.
- Two areas to amend/apply email settings:
Part 1 - [Email Defaults](#)
Part 2 - [Report Designer](#)
- Help Centre - [Use webmail to email documents](#)

Note: Before amending any settings, take a [layouts only backup](#).

Demonstrations.

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Upcoming Webinars

Upcoming	Key Topics	
<p>What's new in v29</p> <ul style="list-style-type: none">Year EndBacking upCompany ArchiveVAT ReturnCustomer RecordsRemittances	<p>Emailing documents</p> <p>Join our sessions to learn how to email your documents from Sage 50 Accounts.</p>	
	<p>Emailing Statements</p> <p>Recording available</p> <p>Advanced</p> <p>Recording available</p>	<p>Emailing Invoices</p> <p>Recording available</p> <p>Advanced</p> <p>Recording Available</p>

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