

Emailing Invoices.

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Sage

Agenda

Introduction

Polls

Demonstrations

- Email an individual invoice
- Email multiple invoices
- Apply email settings to a layout
- Send immediately

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.
- You can send your invoices individually or in bulk.
- A number of layouts contain default settings to work with Microsoft Outlook.
- Easy to configure using Email Defaults option.
- Layouts can be configured to work with Webmail, using SMTP settings.

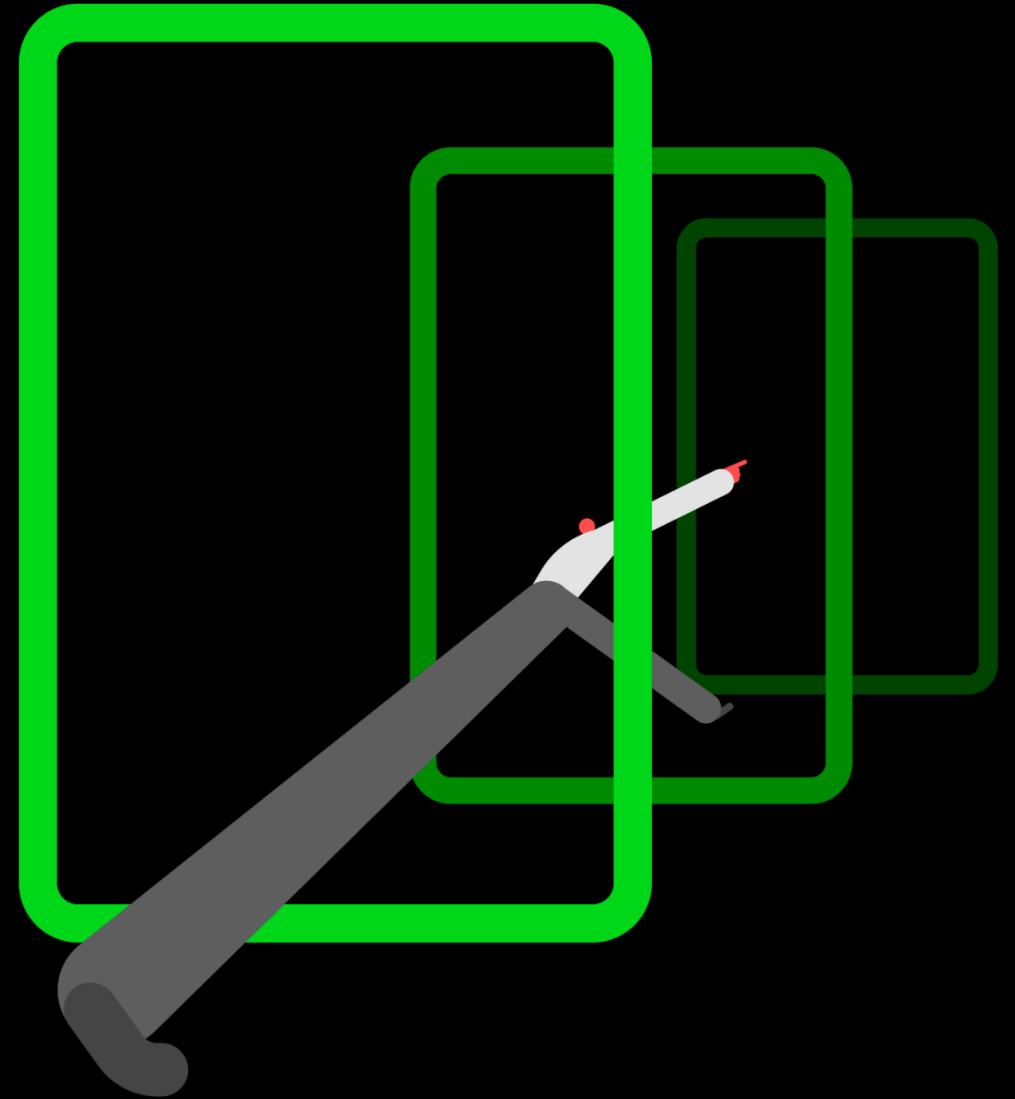
Emailing Invoices.

Polls

1. How do you currently generate your invoices?
2. Do you use Microsoft Outlook?

Demonstrations.

- Email an individual invoice
- Email multiple invoices
- Apply email settings to a layout
- Send immediately



Emailing Invoices.

Summary

- Easy to email invoices.
- Send individually or send in bulk.
- A number of layouts contain default settings to work with Microsoft Outlook.
- Help Centre - [Use webmail to email documents](#)
- Settings > Email Defaults

What's included as a Sage member?



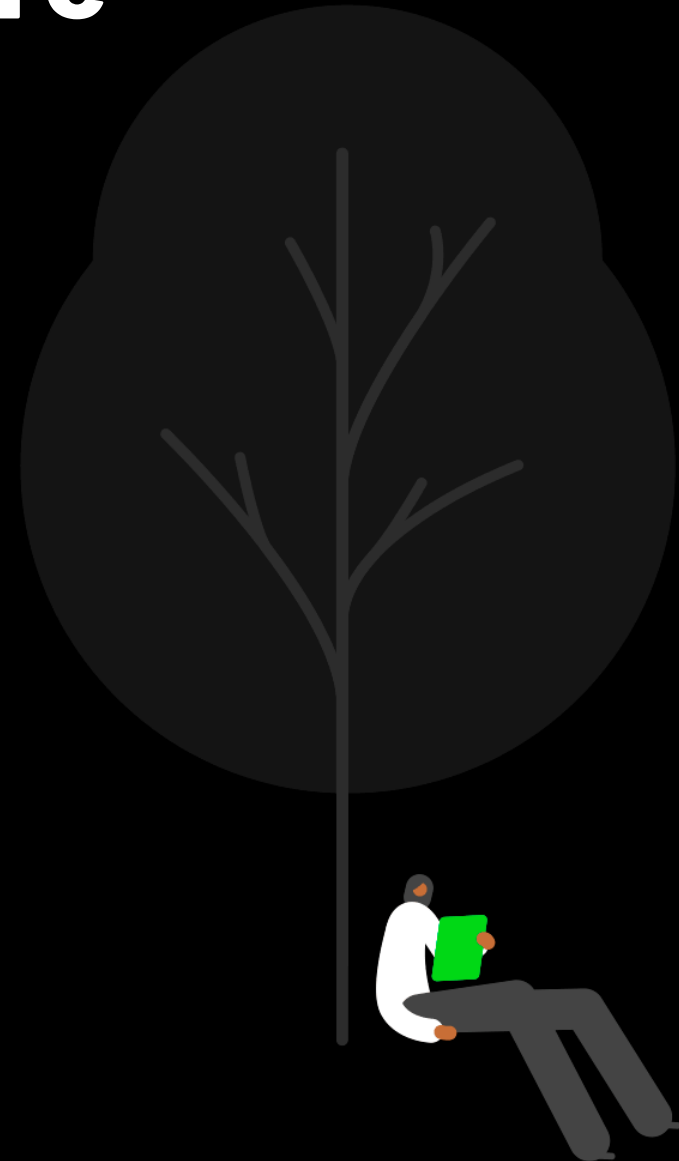
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As a valued Sage customer and member of the Sage community, you'll enjoy benefits that help you and your business by connecting with brilliant experts and industry peers.

Sage is here to help you grow and your business flow.



A member of the Sage community

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**Member
Masterclass**

Learning

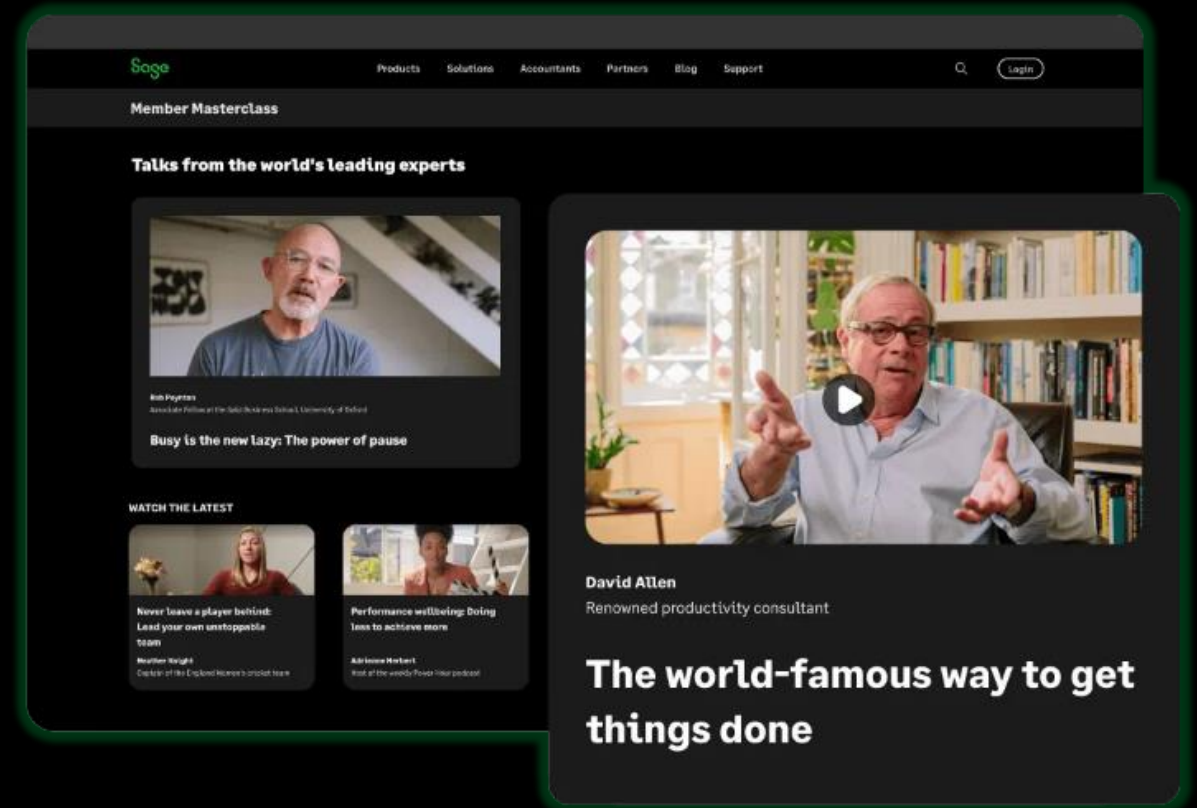
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Upcoming

What's new in v29
loads of dates available

Year End

Bank Reconciliation

Bank Feeds + Rules

Key Topics

Emailing documents
Join our sessions to learn how to email your documents from Sage 50 Accounts.

Emailing Statements
Recording available

Advanced
Wed 15 Feb 2pm

Emailing Invoices
Wed 8 Feb 2pm

Advanced
Wed 22 Feb 2pm

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