

Emailing Statements.

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Sage

Agenda

Introduction

Polls

Demonstrations

- Emailing an individual statement
- Emailing all statements
- Applying email settings to a layout
- Send immediately

Further support

Emailing Statements.

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 statements 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.

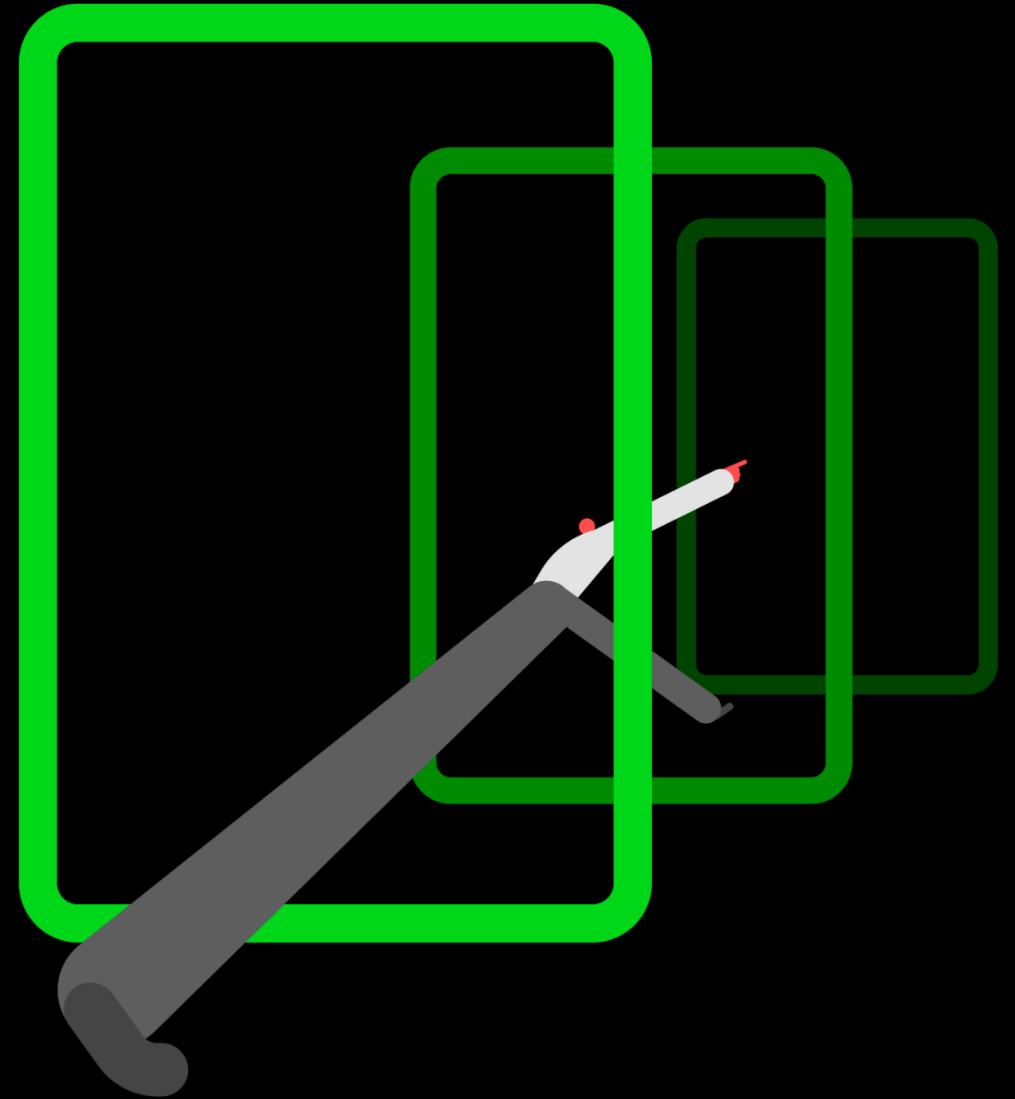
Emailing Statements.

Polls

1. How do you currently generate your statements?
2. Do you use Microsoft Outlook?
3. If printing, how long does it take to complete your statement run?

Demonstrations.

- Emailing an individual statement
- Emailing all statements
- Applying email settings to a layout
- Send immediately



Emailing Statements.

Summary

- Easy to email statements.
- 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?



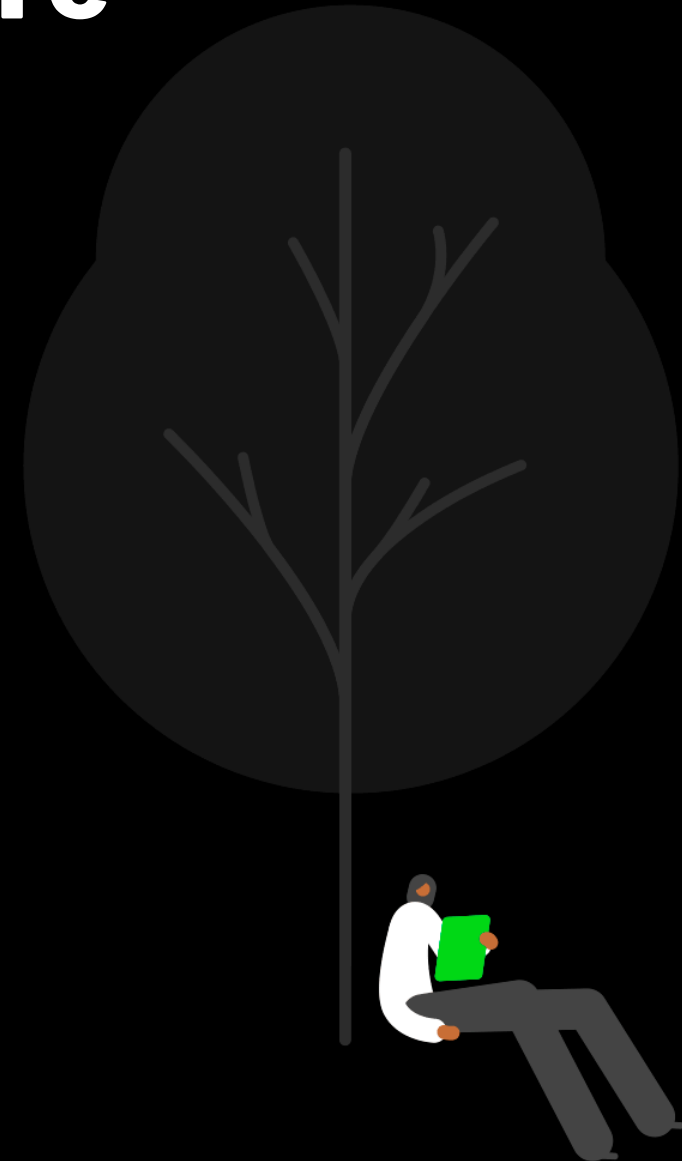
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Masterclass**

Learning

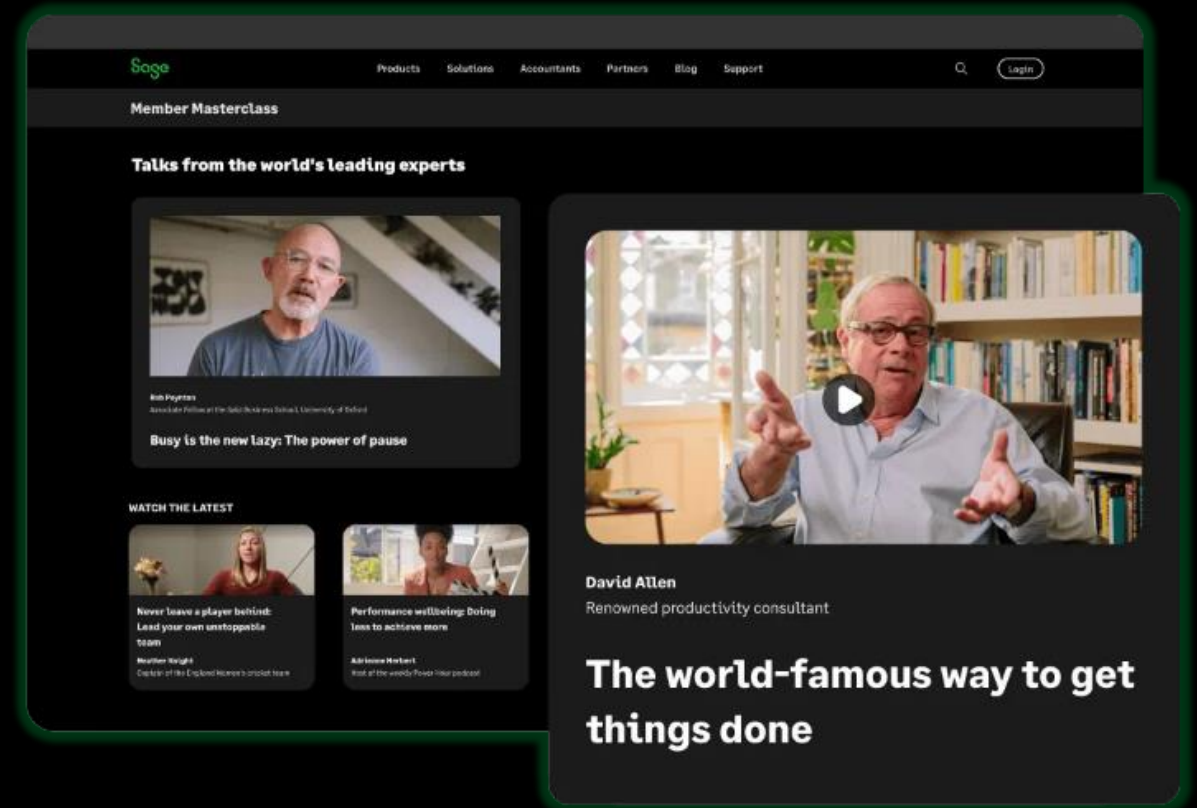
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Upcoming	Key Topics	
<p>What's new in v29</p> <ul style="list-style-type: none">Clearing RecordsVAT ReturnYear EndBank ReconciliationBank Feeds + Rules	<p>Emailing documents</p> <p>Join our sessions to learn how to email your documents from Sage 50 Accounts.</p>	
	<p>Emailing Statements</p> <p>Wed 1 Feb 2pm</p> <p>Advanced</p> <p>Wed 15 Feb 2pm</p>	<p>Emailing Invoices</p> <p>Wed 8 Feb 2pm</p> <p>Advanced</p> <p>Wed 22 Feb 2pm</p>

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