



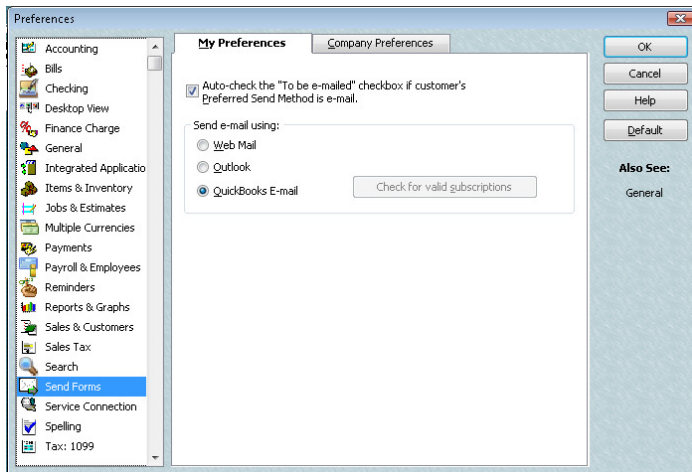
**Breakthrough Solutions, LLC**  
*Providing solutions to help your business succeed!*

**QuickBooks® Tip – Emailing through QuickBooks®**

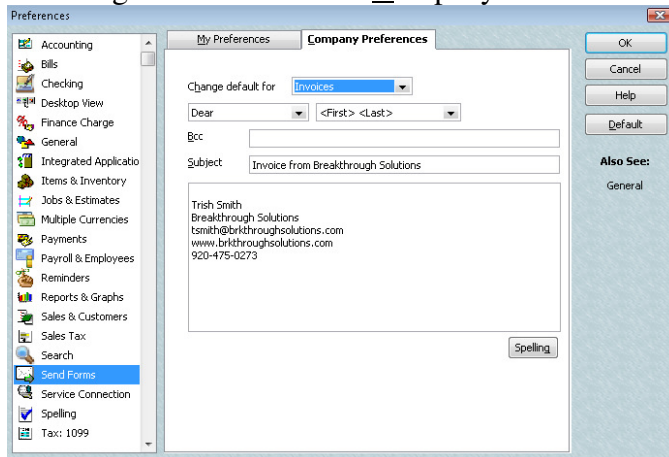
Did you know that if you have your email coming and going through AOL the emailing of Invoices, Reports, etc. will not work?

Google works, Outlook works. Does your email program work? If not, let me know what service you use so we can add it to our list.

To setup email on your QuickBooks® company file select Preferences from the Edit menu. Then select the Send Forms icon in the left column. On the My Preferences tab shown below select which email or mail you want to use and if you want an auto-check box showing that your customer prefers to have their invoices sent by email.

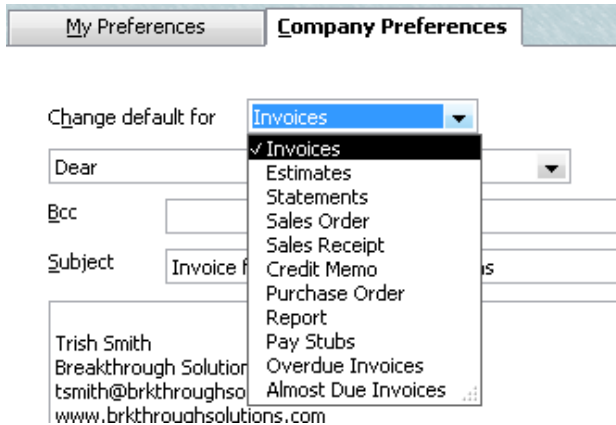


The image below shows the Company Preferences available.



If you are using a service other than Outlook you may want to fill in the Bcc box with your email address so you have a confirmation that the email has been sent.

The Image below shows the reports and forms that you are able to email.



For those of you using multi-users remember that the information on the Company preferences tab are set by the Administrator and the User can only make changes to the information on the My Preferences tab.

Thanks to JD a client who shared this information!