

Set up AccountRight to send emails

If your company file is online, you can [send emails](#) straight from AccountRight.

If you're using AccountRight 2015 or earlier, or your company file isn't online, you can only use Microsoft Outlook to send emails. [Learn how to set up Outlook.](#)

There are several advantages to letting AccountRight handle emails for you (instead of Microsoft Outlook), including:

- No email software needs to be installed on your computer.
- You can track email delivery status from within AccountRight.
- Customers can view their invoices online.
- Customers have more ways to pay you (Australia only).
- You can set up invoice reminders.

Get started

Make sure your company file is [online](#) and [checked in](#). You can then set up your email preferences from a set up assistant or from **Emailing** preferences. See below for instructions.

Set up using the assistant

Set up using the Preferences window

Start sending emails

Now that you're set up, take a closer look at what you can email:

| To email... | See |
|--------------------------------------|--|
| Sales (invoices, quotes and orders) | Print or email sales |
| Purchases (bills, quotes and orders) | Print or email purchases |
| Remittance advices | Print or email remittance advices |
| Statements | Print or email customer statements |
| Reports | Printing and emailing reports |
| Pay slips (Australia only) | Print or email pay slips |
| Payment receipts | Printing payment receipts |
| A short message to a contact | Other ways to keep in touch |

Manage your emails

Once you start sending emails from AccountRight, you can track whether they were sent successfully, or if any failed, using the **Sent Emails** window. [Learn about the Sent Emails window.](#)

Didn't go to plan?

See the tips in [Email troubleshooting](#).

FAQs

Why is the From address shown as @apps.myob.com?

Can I switch back to using Outlook at any time?

Related topics

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