

Sending emails

You can stay in touch with your contacts by emailing invoices, statements, bills and more.

Setting up emailing in AccountRight

There are 2 ways you can email from AccountRight:

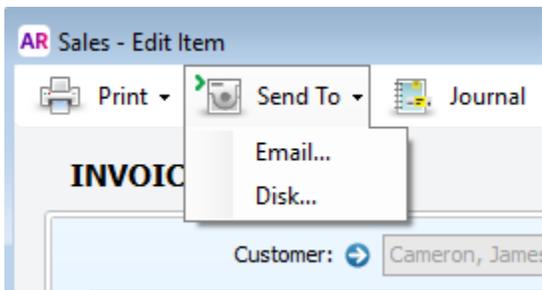
- From AccountRight 2016 onwards you can send emails directly from online company files, without the need for email software. Learn how to [Set up AccountRight to send emails](#).
- Or, you can choose to send emails using Microsoft Outlook, if it's installed on your computer. Learn how to [Send emails using Microsoft Outlook](#).

Need help choosing? See [Choose how to send emails](#).

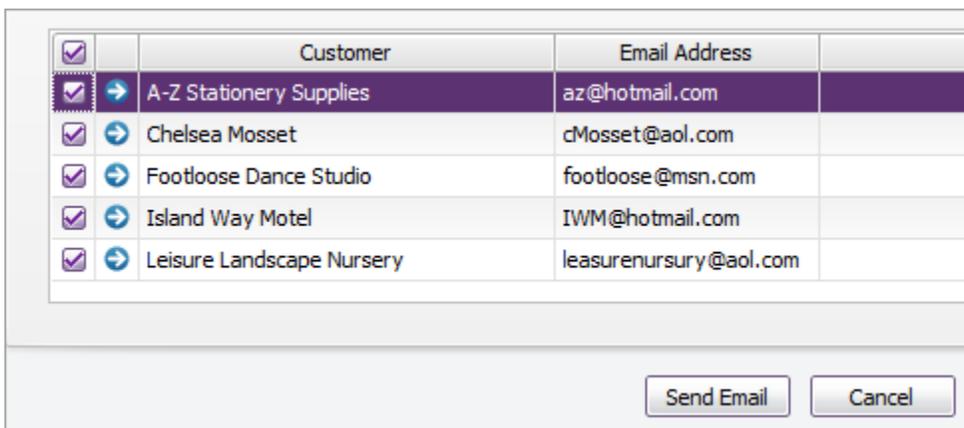
If you're using AccountRight 2015 or earlier, you can only use Microsoft Outlook to send emails.

How to email

Typically, you enter the transaction you want to email and then click **Send to > Email** before recording it. The transaction is automatically recorded and you can then change the [default email settings](#) before sending it.



You can also **send your emails in a batch**. You might do this for your monthly statements or employee payslips. e.g. **Sales > Print/Email Statements > To Be Emailed** tab.



More details

See these topics for more details about emailing specific documents:

To email...	See
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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

Having trouble emailing? Check [Email troubleshooting](#) for a solution. If you're using a classic (v19) AccountRight version - see [Fixing email issues for troubleshooting](#).

Emailing attachments

When emailing an individual sale or purchase by clicking **Send To > Email** in the transaction (not available for [batch emailing](#)), you can attach another document or file to the email. Just click **Attach** on the **Email** window and select the additional attachment.

The screenshot shows the 'AR Email' window with the following fields and content:

- Name:** Huston & Huston Packaging
- To...:** Huston@ihug.com.au;
- Subject:** Bill 00000023; From Clearwater Pty Ltd
- Attach:** A button circled in red.
- Message:** Please contact us immediately if you are unable to detach or download your Bill. Thank you.
- Selected Form:** INCSPLN-2009 Tax Inclusive Plain Paper
- Buttons:** Send, Cancel

Email addresses

The email addresses in your [contacts' cards](#) are used when sending emails. Click **To** if you have [additional email addresses](#) specified in a contact's card which you want to use. Or you can type email addresses directly into the **To** field, and use a semi-colon (;) to separate multiple addresses.

Default subject and message

To set up a default email subject and message for your emails, see [Set up your default email settings](#).

FAQs

How do I check my sent emails?

How do I resend a form I've already emailed?

Can I CC an email to another recipient?

Is there a character limit for my email messages?

Where do I set my my email "reply-to" address?

How do I send an email to multiple addresses?

Related topics

[Sending emails using Microsoft Outlook](#)

[Set up your default email settings](#)

[Personalising forms](#)

[Working with In Tray documents](#)

[Sending forms in a batch](#)

[Sending forms when you record a transaction](#)

[Print or email customer statements](#)

[Email troubleshooting](#)

From the community

[Reminder Email to Update to 2019.4](#)

[Print/Email Invoices](#)

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