

# MicroBiz Newsletter

February 2012



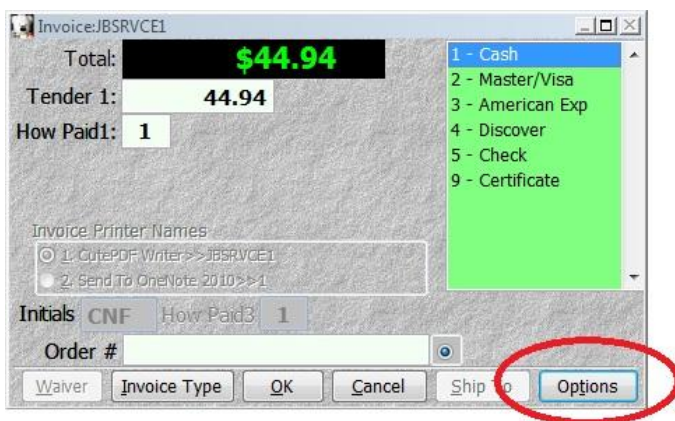
## E-Mail Reports and Purchase Orders

Have you tried to e-mail a report you just created? Perhaps you just created a Purchase Order and would rather e-mail it to your vendor? If so just follow these easy steps and we will get you to E-mail from MicroBiz in no time!

First you need to verify you have the necessary program(s) to e-mail from the MicroBiz program. By default we use **Outlook Express** as it is incorporated with **Internet Explorer** which most computer users have. MicroBiz can also use your **Default Mail Program** listed in your **Control Panel | Internet Options**.

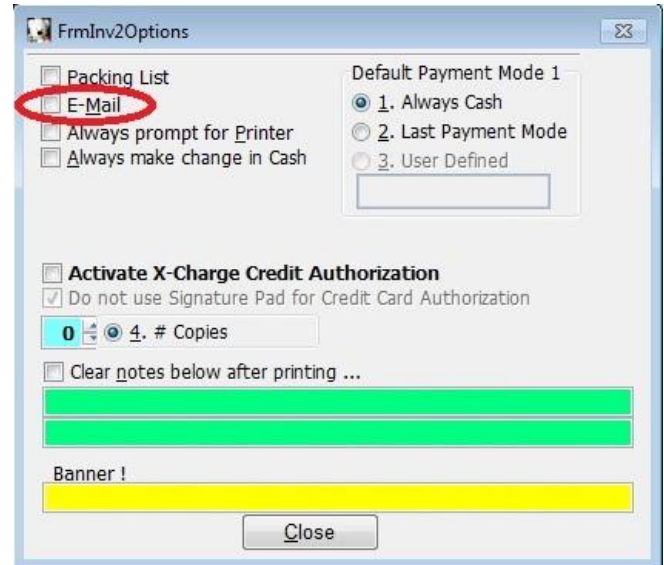
Please view your *E-Mail Client's Help Program* for instructions on setting up an account or linking the program to a different mail source.

With the proper Mail Client setup and ready to use we can get started in MicroBiz. It is rather easy to e-mail from the MicroBiz program. From the work screen you will need to go into the **OPTIONS** window from the **F9 – PRINT / DONE** window.

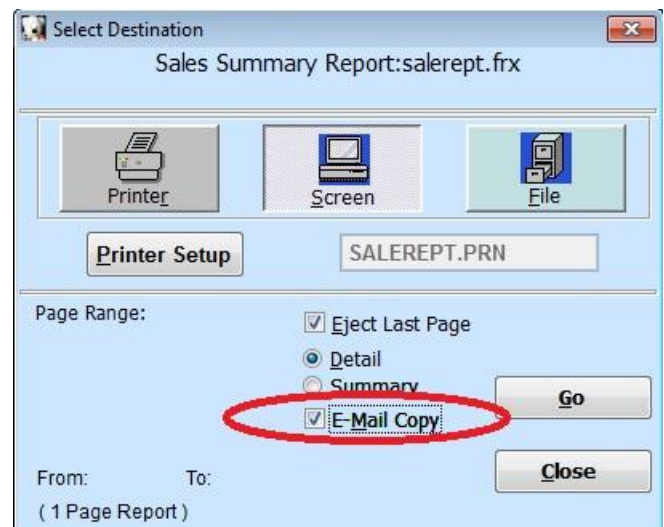


There will be a check option box for **E-MAIL**. Make sure this is checked, select **Close** and finalize or complete your invoice.

Continued on the next column.....



To e-mail a report, simply choose the **E-Mail Option Box** on the **Select Destination** window and click **Go**. The select destination window will actually show you this e-mail option for most reports in the program. This will allow you to simply e-mail from MicroBiz when applicable.



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