

QuickBooks Enterprise

TIP OF THE MONTH – March 2019

Tip: Creating an email address in QuickBooks Enterprise

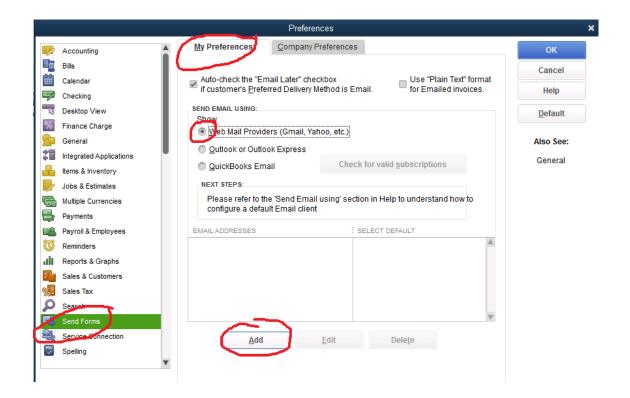
Benefit: This trick will be useful so that you can email invoices, statements to customers, donation receipts or reports to yourself or others with a click!

Instructions to create an email address:

- 1. On the main menu across the top, go to "EDIT"
- 2. Click on the dropdown to "PREFERENCES"

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- 3. On the popup window on the left hand side click on "SEND FORMS"
- 4. Under the "My Preferences" tab Click Web Mail Providers.
- 5. Click the Add button at the bottom of the window



- 6. Enter the email address that the items will be coming from (account listed above)
- 7. Select email provider
- 8. Uncheck the box for Use enhanced security. This will interfere with the server.
- Click the OK button
 Your new email is all set up!

** We recommend having one generic (not personal) email for accounting purposes for transition and ease of having a centralized account that holds all items for the section or locality.