

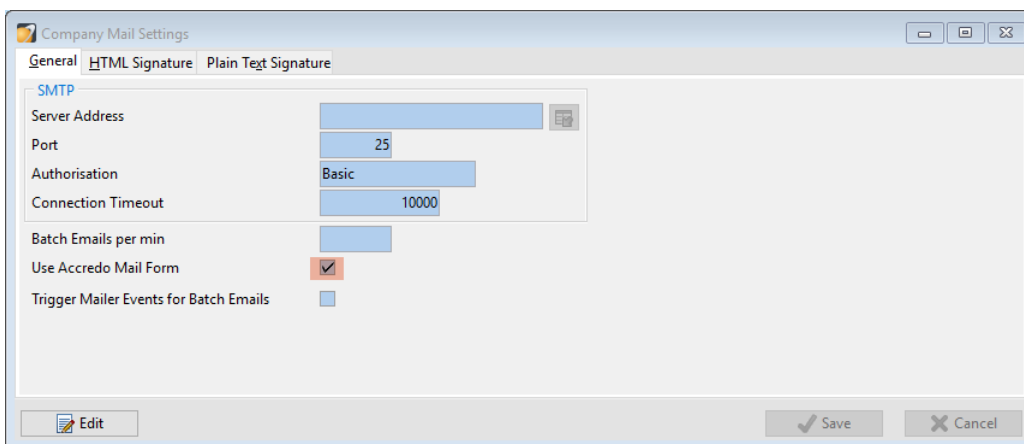
Tips & Tricks

More Flexibility with Accredo Mail Form


If you use the Accredo Mail Form to create emails in Accredo, there are now new features to:

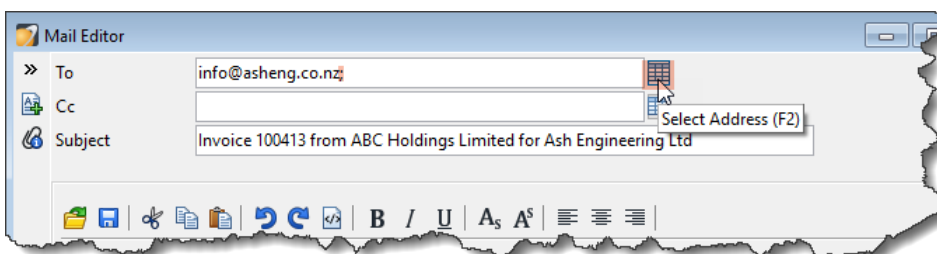
- Look up Email Addresses from Customer or Creditor records
- Add additional Mail Recipients and Cc Recipients - AND -
- Insert Attachments and Hyperlinks.

First, check if you are using the Accredo Mail Form. Go to Navigator > Setup > Company > Configuration > Mail Settings. Make sure **Use Accredo Mail Form** is **Selected**.

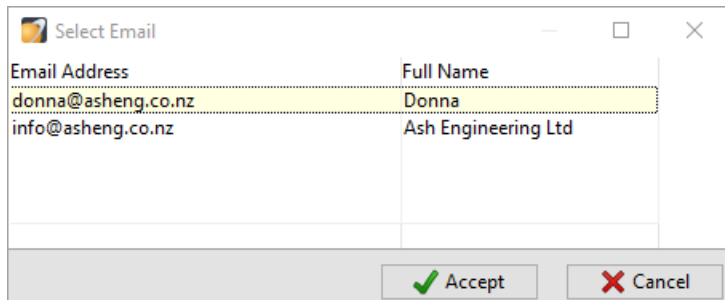



As an example, if you are emailing an Invoice to a Customer, you may want to add an additional Mail Recipient from the Customer record.

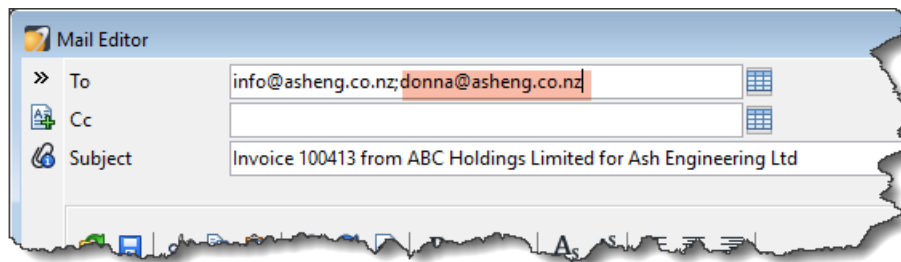
- 1 Click in the To field and type a semi-colon (;) after the email address.
- 2 Click the  **Select Address (F2)** button beside the To field.



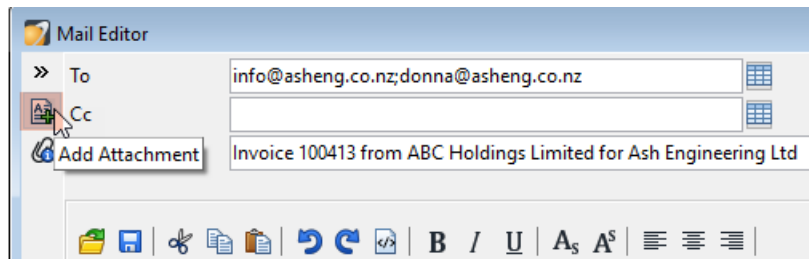
3 The Select Email window will appear, showing all the Email Addresses from the Customer record.



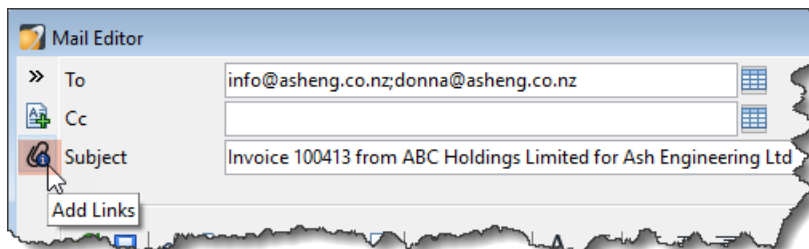
4 Select the Email Address you wish to add, and click  **Accept** (F9) or double-click the Email Address, to add it to the To field in the Mail Editor.




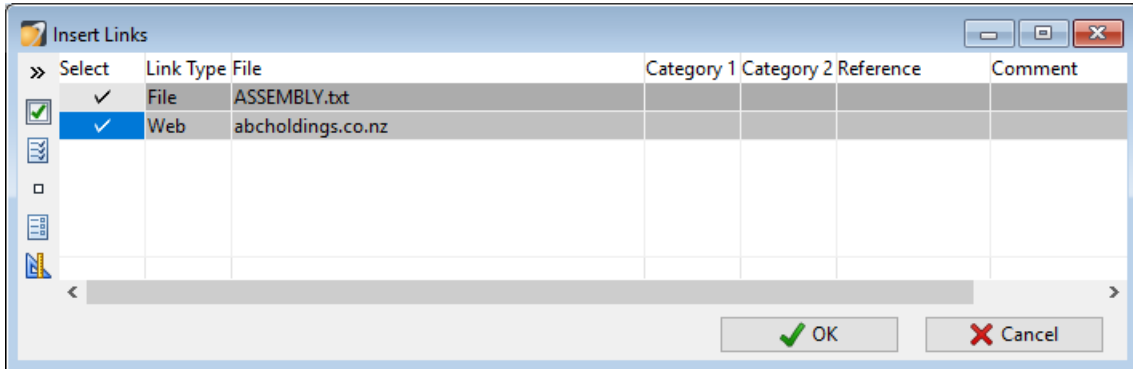
5 To add an attachment to the email, click  **Add Attachment**, as you would in your Email Program.



6 You can attach a link from the Account file. Click  **Add Links** to include a Link from the Account file, such as an Invoice.



7 The Insert Links window appears. Select the Links to include with the email, then click  OK (F9).



8 If you select a LINK TYPE that is a **File**, Accredo will add it as an attachment. If you select a LINK TYPE that is a **Website**, Accredo will add it as a hyper link to the body of the email where the cursor is currently positioned.

