E-mail

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Choosing this command from the *Special* menu reveals this window:



The email window allows you to compose and then send an email from directly within mSupply.

The inbuilt email sending functions of // mSupply// allow you to:

- Send invoices to customers that they can print (using the “export HTML invoice” command)
- Send orders to suppliers (using either the “Email” or “Email pdf” menu item when editing an order)
- Send electronic invoices to customers that they can automatically import into their copies of mSupply.
- Send an email as you would using another email application. If you use mSupply, the advantage is that the email can be linked to the name, and easily viewed from the // Email// tab of the name details window.

To compose an email

- Enter the recipient email address in the // to// field. If you have email addresses entered for names in mSupply, type the start of the name, and click the // find// button to automatically insert the address. To enter more than one address, separate the addresses with commas.
- Enter a subject in the subject field
- If you want to enter addresses in the “CC” or “BCC” fields, or want to attach a document to the email, then click the small “plus” icon on the left to show those fields. (See below for how to attach documents). To enter more than one address in the “CC” or “BCC” fields, separate the addresses with commas.
- Type the text of your message.
- Click the // OK// button to queue your message.
- To send your message, click the // Send// button in the message list window, or choose // Send queued mail…// from the // special// menu.

Notes:

- Make sure you have set a return address and a mail server in the Preferences.
- If you are using a dial-up connection, you must close the connection when you have finished sending.

Attachments

- // mSupply// allows you to attach documents to an email.
- To attach a document, simply click the “attach” button. You will be presented with the standard window to find a file.
- There is no limit to the number of attachments you can add to a email. (Well, actually it's a few

thousand. Let us know if this isn't enough.)
- To delete an attachment, click the attachment in the list you want to delete, then click the // delete// button.

<note>To continue to the next section of the mSupply® user guide click here</note>

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