

## How to Email Data from CashManager

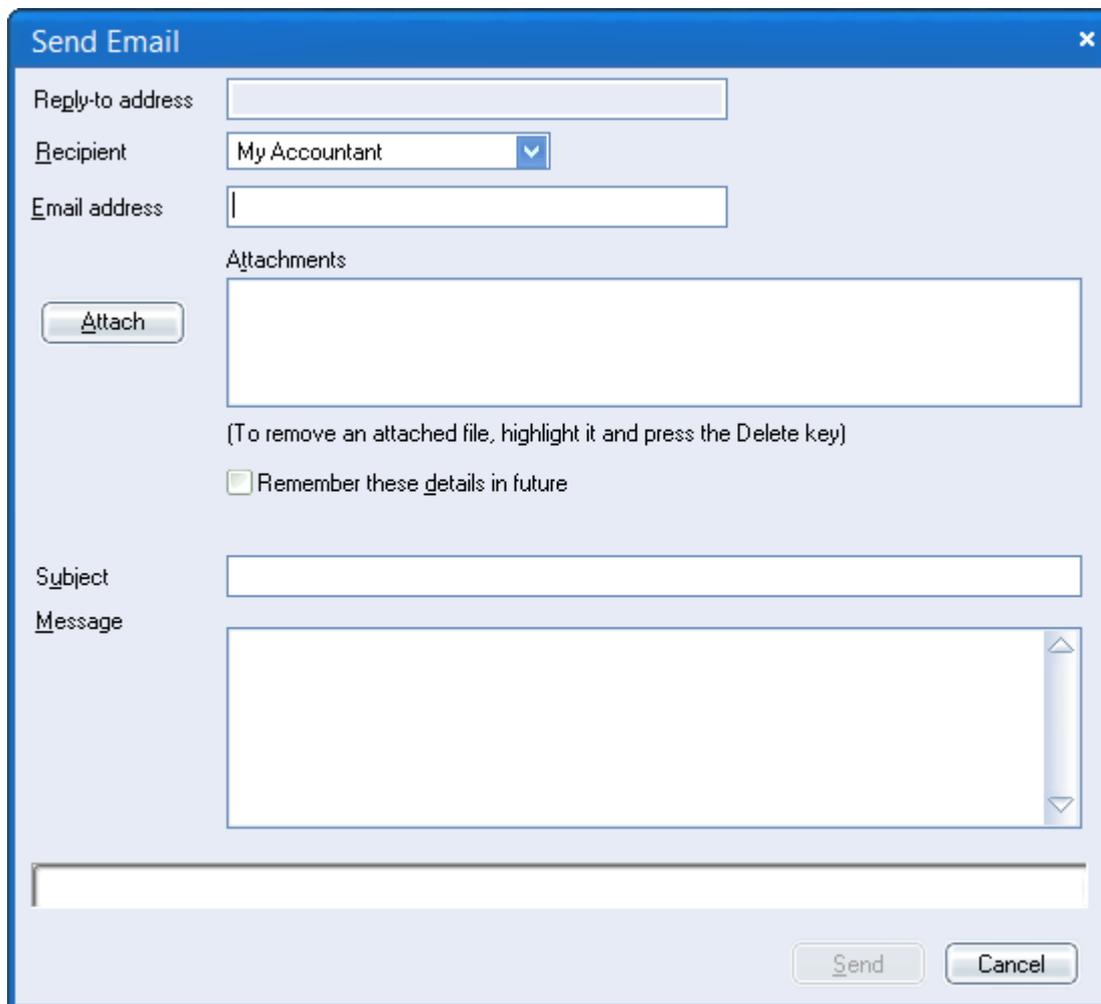
### Emailing Data Files

*Note: make sure you have set up your emails in CashManager. For more assistance try [Email Setup](#)*

When you have set up your email from CashManager correctly, it is easy to send data files to your accountant or even to a remote email address for yourself.

You can send CashManager [Backup](#) or [Transfer file](#) to your Accountant if they also use CashManager.

Simply tick the option to email a copy of the data to your **'Accountant'** when creating the [Backup](#) or [Transfer file](#). After the file is created it will take you to **'Send Email'** screen.



The screenshot shows a 'Send Email' dialog box with the following fields and controls:

- Reply-to address:** A text input field.
- Recipient:** A dropdown menu currently showing 'My Accountant'.
- Email address:** A text input field.
- Attachments:** A large empty rectangular area for listing files. To its left is an 'Attach' button.
- Instructions:** Text below the attachments area: '(To remove an attached file, highlight it and press the Delete key)'. Below this is a checkbox labeled 'Remember these details in future'.
- Subject:** A text input field.
- Message:** A large text area with a vertical scrollbar.
- Footer:** A horizontal line above two buttons: 'Send' and 'Cancel'.

If you have entered your accountant's details when you were doing the [Email Setup](#) then the details will show up automatically, if not simply type in the email address you want to email to and the data will be attached. You can add more attachments at this stage by clicking on 'Attach' button.

Type in a Subject if you want, otherwise the file name will be entered automatically. Type in your message and Click Send (will be highlighted when there is an email address)