

## Email System - New Options for Sending from SAW

**\*\* If the SAW Email system is working then make no changes \*\***

**\*\* If you use Outlook than the preferred method is option 3. \*\***

**\*\* Your sent log is in your Default Email Program for Options 2 & 3 \*\***

**\*\* Your sent log is in the SAW Email System for Options 1 & 4 \*\***

### 1 – SAW Email System

This system uses a Mabry tool that may not be compatible with your normal Email System. Complete the Settings on the Setup Tab to configure and Click on Save. Consult with your IT Support for Settings.

### 2 – Default Email Client – Uses your Email System

Uses the Mail To Command to call the Default email client. This will work with most popular email software. You **do not** need to complete the Settings on the Setup Tab. Check that your Default Client is correct. (*Start - Control Panel - Internet Options. Programs Tab - Email Settings*)

### 3 – Default Email Client – Outlook

This option is for users with most versions of Outlook. It will not work with Outlook Express. You **do not** need to complete the Settings on the Setup Tab.

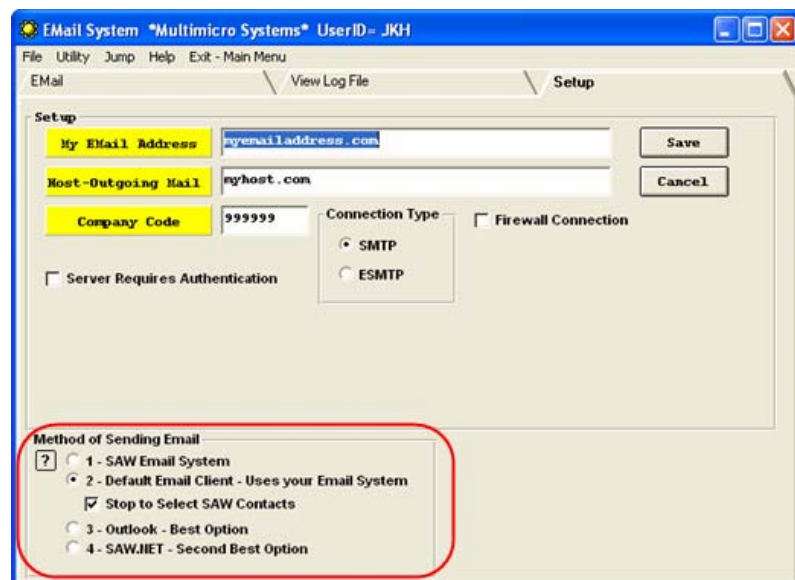
### 4 – SAW.NET

This option is the same as option 1 except it uses newer Microsoft .Net protocols. Complete the Settings on the Setup Tab to configure and Click on Save. Consult with your IT Support for Settings.

*Note:* If you do not see options 3 & 4, call SAW support to request an Email update.

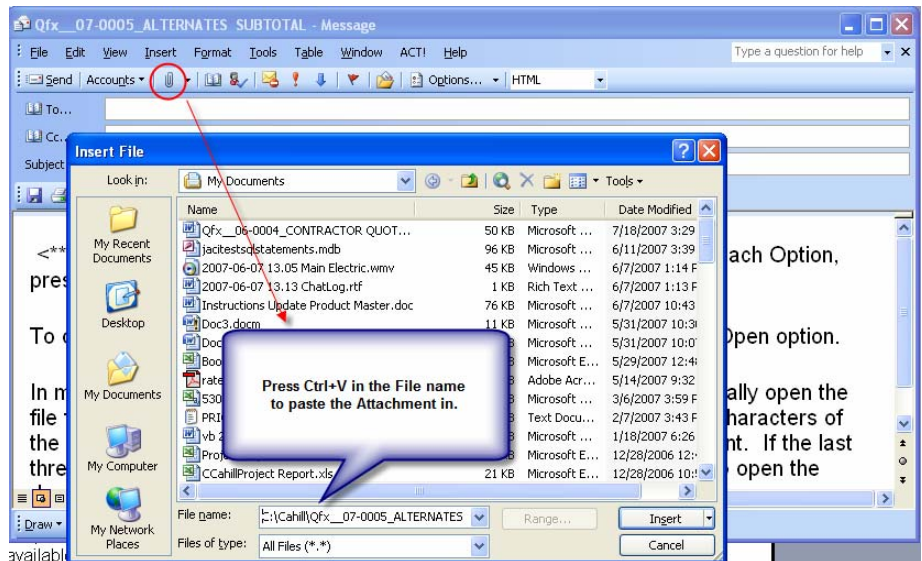
## 2 – Default Email Client – Uses your Email System

The second method of sending email uses your default email client (Microsoft Outlook, Outlook Express). When you send an email through SAW, the system will start a new email message for you. All you have to do is select the recipient(s) and paste the file name (if there is an attachment) into the attachment field.



## Example sending a Quote:

With option **2-Default Email Client – Uses your Email System** saved. From the Quote system, choose a quote to send. Go to the Print Quote Tab and choose the printing criteria. Click on the Email button. Select one of the formats available and click ok. Follow any prompts to complete the process. Once any documents have been created, the Email Message will be launched. After the message appears, select your recipients, attach the quote to the message (**Ctrl+V** in the File Name field), and click Send.



The Option to **Stop to Select SAW Contacts** will bring up the **SAW Email system** so you can select the recipients before launching an email message. You can double-click or high-light the recipient to attach it to the message. When finished selecting recipients, click on the **Continue to Email** button. When the message appears, click on the Attach button and Press **Ctrl+V** in the File Name field to paste in the attachment (see figure on page 1).

