



# **Sending Emails to Customers Through an Estimate**

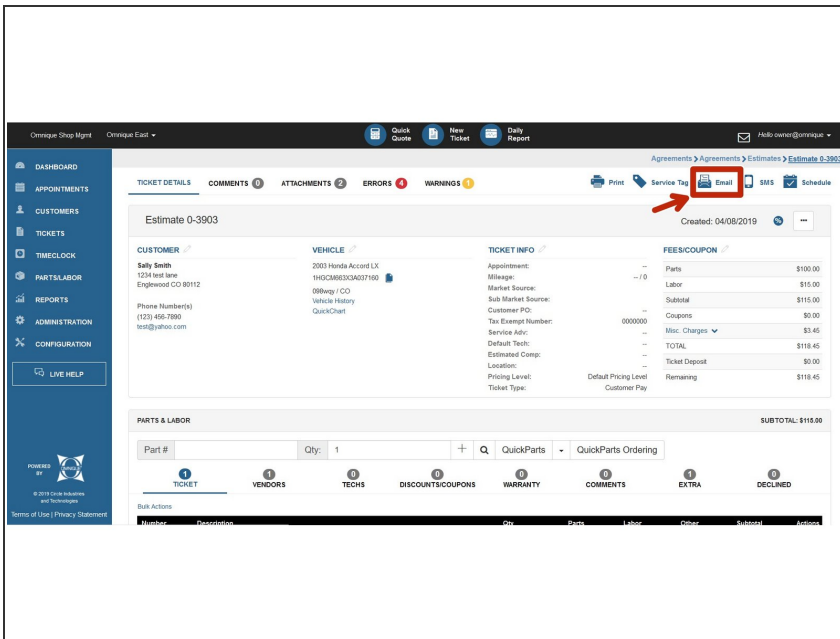
The following guide illustrates how to send an email through an estimate or RO to the customer noted the ticket.

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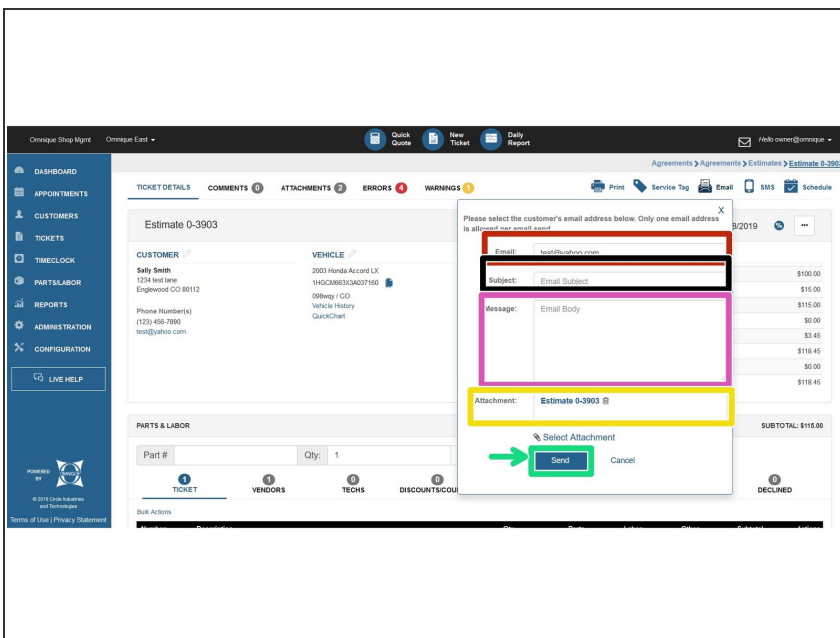
## **Sending Emails to Customers**

## Step 1 — Sending Emails to Customers Through an Estimate



- Click on the **Email** icon.

## Step 2 — Sending Emails to Customers Through an Estimate



- Enter the address under the **Email** field if one is not already populated.
- Enter a subject in the **Subject** field.
- Enter the email message in the **Message** field.
- Add attachments in the **Attachments** field.
- *i* An attachment of the ticket itself will automatically be included in the email.
- Once all necessary information has been added, click **Send** to finish.