Using EMAIL in your TEAMWORKS just requires a few quick setup steps, then you can email any estimate, RO, or invoice directly from your Manager

**1 Setup or open your Outlook account**

A Microsoft account gives you access to Microsoft products and services with just one login. Here's how to set one up:

* Go to [account.microsoft.com](https://account.microsoft.com/), select **Sign in**, and then choose **Create one!**
* If you'd rather create a new email address, choose **Get a new email address**, choose **Next**, and then follow the instructions.

**2. Setup your Profile ( give your Outlook email settings a name / title )**

If you are not sure this is already done just click on EMAIL tab bottom right and follow the instructions

**3. Open CONTROL PANEL. Look at the bottom left of your screen display, the type Control Panel into the search bar**



**4. When the window opens, click on CATEGORIES top right, and select SMALL ICONS**



Click on the top right CATEGORY so you can see all the choices

Choose SMALL ICONS

**5. Choose MAIL Microsoft Outlook**





**6. Add your new profile, give it a name or title.**

 I called mine Bonnie Outlook to keep it simple.



Password is your Outlook password

Once that is complete, go back to your Manager screen

Click on EMAIL on the bottom right

If you client’s email is not in the system you will get a prompt to remind you to type it in

Simply click SEND and the email will be completed

