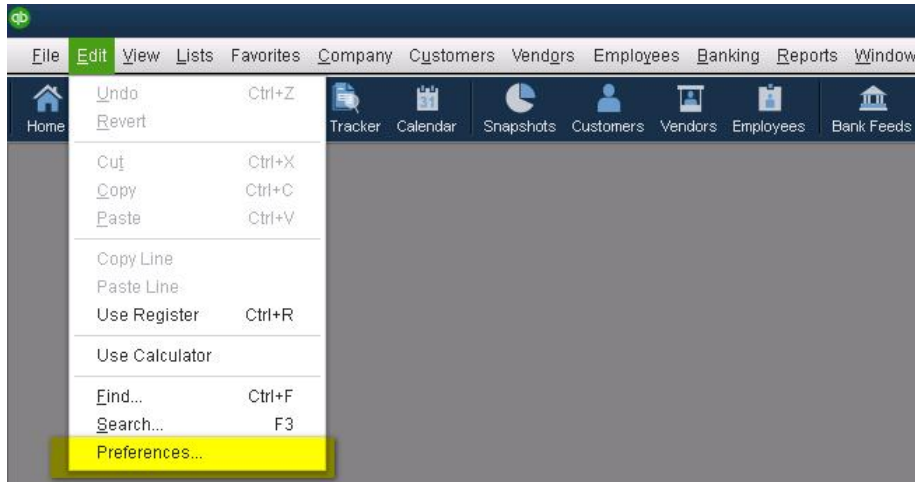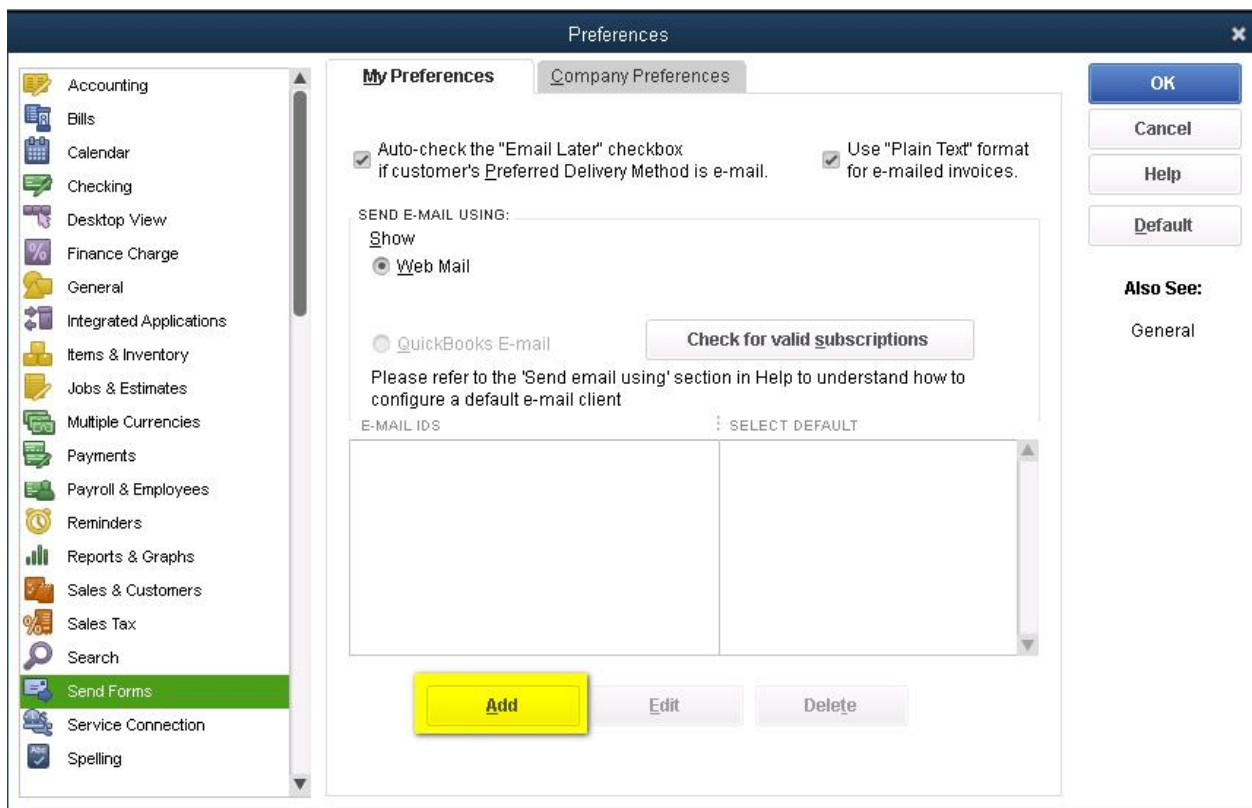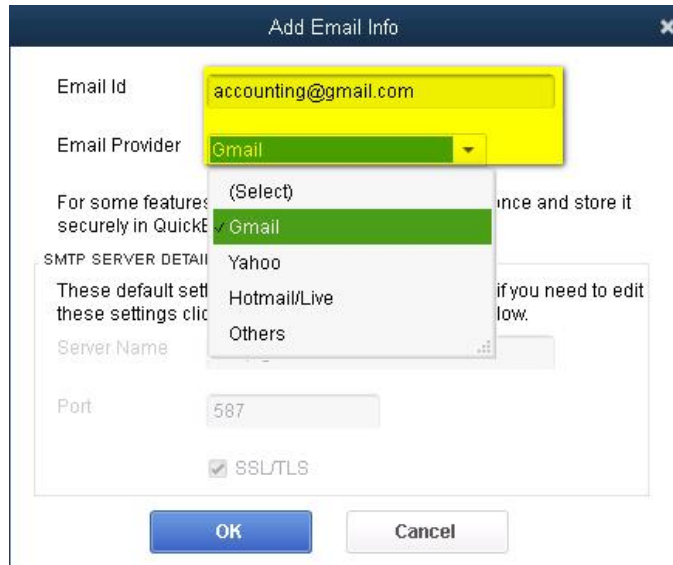**Emailing in QB using personal Email:**
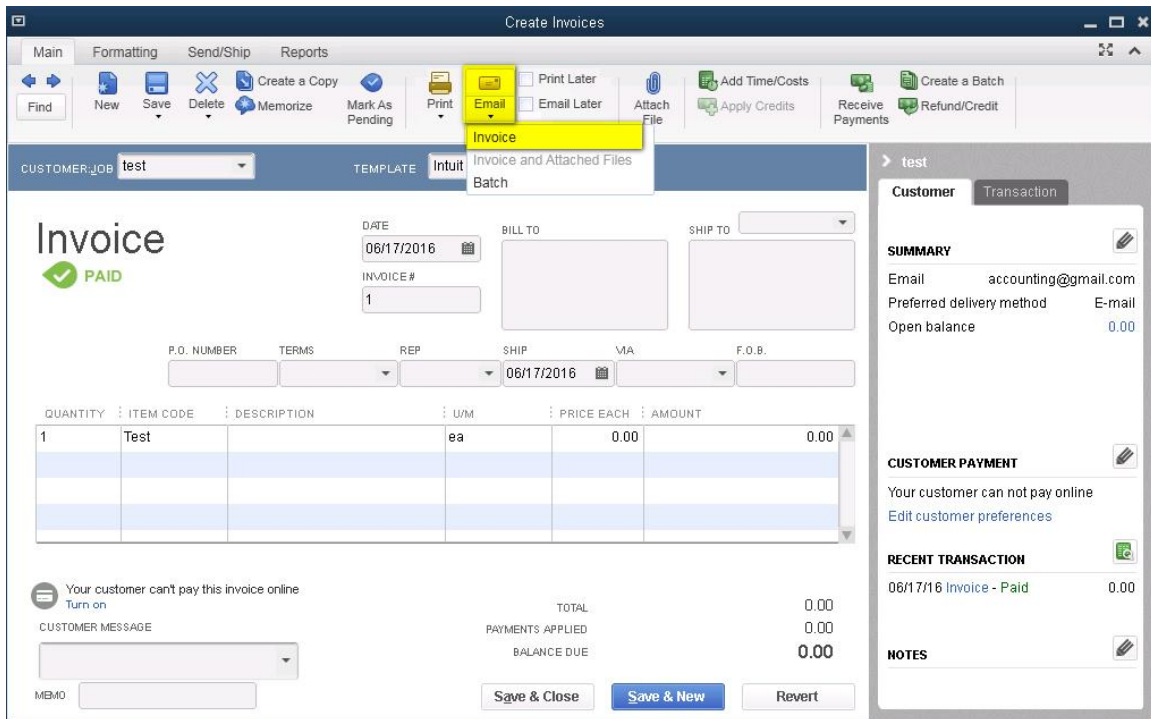

In QuickBooks, click on "Edit" then "Preferences"

On the Preferences screen go to the "Send Forms" tab on the left side list then click on the "Add" button

Enter the personal email address you would like the email to be sent from (i.e. Gmail, Yahoo, etc.) along with selecting the proper email provider in the next box. (The SMTP Server Details will be filled in automatically after selecting an email provider). Click "OK" when finished and "OK" again on the preferences screen.

Now proceed to the document you would like to email, as an example I will be emailing an invoice. Click on the "Email" button located near the top of the screen and choose Invoice from the options

Send Invoice

FROM	accounting@gmail.com ▼
TO	customer@gmail.com Cc: Bcc:
ATTACH	📄 Inv_1_from_Blank_18940.pdf 📎
	Attached 60KB of 2MB limit.
TEMPLATE	Basic Invoice ▼
SUBJECT	Invoice 1 from

BODY

Dear Customer :

Your invoice is attached. Please remit payment at your earliest convenience.

Thank you for your business - we appreciate it very much.

Sincerely,

Check Spelling

Help   Send   Cancel

On the send invoice screen, your personal email address should be inserted into the "From" box, if it is not, open the drop-down menu and select it. Edit the "To, From, Subject & E-mail Text" areas as you would a regular email. After you are finished editing, click "Send" to send your email, the document will be attached as a PDF file.

Provide Email Information

Email Id	company@gmail.com
Password	••••••••

OK   Cancel

After clicking "Send" you will be presented with a screen to enter your personal email's password, after entering your password and clicking "OK" your document & email will be sent and a confirmation message will be displayed.