## Create an e-mail directly from the person's mask

To create an e-mail, simply click on the envelope from the bottom of the personal mask, at the end of the **e-mail** field:

son: Quickert, R	tosemarie	
Name		
Title	Addr.(Pers.)	Filter F12
First name	Rosemarie	
Name	Quickert	Save F11
<u> </u>	🕼 <u>C</u> ash register 🏠 <u>T</u> imetable 💿 Intranet	× Delete F5
<u>S</u> tatus <u>1</u> st A	Addr. <u>2</u> nd Addr. payment Inf <u>o</u> s Memo	📀 Copy F6
Contact Person	SSS Schmedding Software Systeme Gmt 🖶	Sccount
Family status	1 - Individual	😞 <u>P</u> rint F8
Function (Club)		Export
Street		3 SMS
Postcode	Town I	
Telephone		Card
Mobile		Close
Fax		
e-mail	info@pccaddie.com	Discount
www		

Outlook opens automatically and the email for that person can be created. To create an e-mail for a contact person, just activate the contact person and click on Ctrl + M. Outlook will open and an e-mail for the contact person can be created directly.



If you use Outlook Express, you must store it locally on the computer in the Control Panel under Internet Settings/Programs.

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