

# Communication

## How do I send a copy of an email to myself?

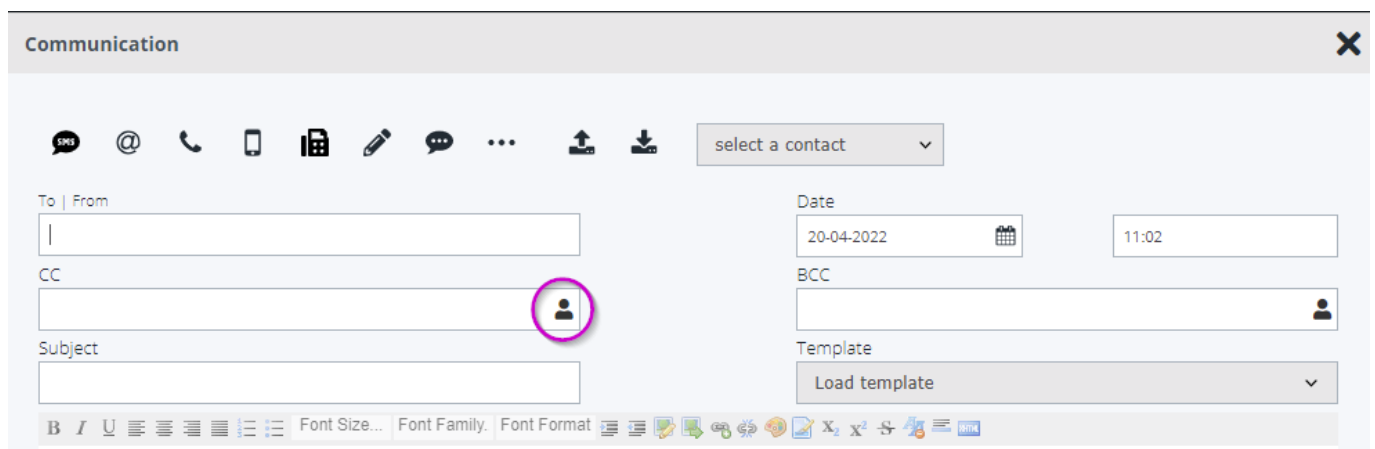
If you have read the FAQ item 'How does the communication screen work?' you know how to send an email.

In some cases, you would like to send a copy to yourself or to other people.

You can enter an email address in the 'cc' field, as in another email programs.

The system allows you to complete any email address, but will make it much easier by showing your staff in autofill field.

However, in most cases, you only want to email yourself. In that case, you can click the small man in blue next to the cc field. This will enter your **email** address in the cc field. You may then add multiple addresses.



The screenshot shows the 'Communication' window with a toolbar at the top containing icons for various actions like sending, deleting, and printing. Below the toolbar are input fields for 'To | From', 'CC', and 'Subject'. The 'CC' field has a small blue person icon next to it, which is circled in red. To the right of the 'To | From' field are fields for 'Date' (20-04-2022) and 'Time' (11:02). Below the 'CC' field is a 'BCC' field with a similar person icon. At the bottom right is a 'Template' dropdown menu with the option 'Load template'. A rich text editor toolbar is visible at the very bottom of the window.

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