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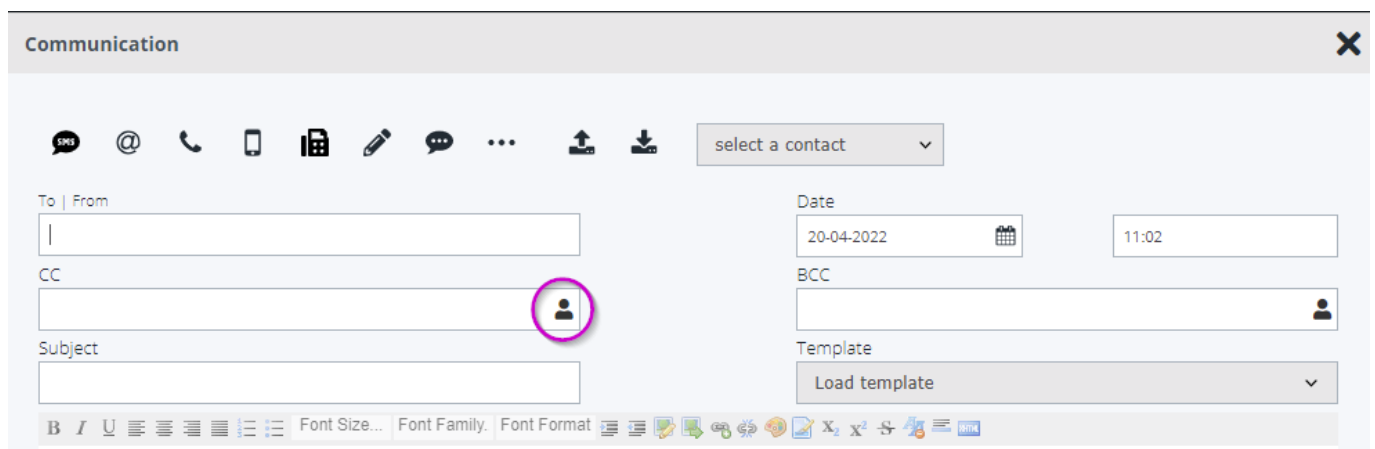## How do I send a copy of an email to myself?

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.

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