

# 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. in the cc field.

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 send an email to 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' interface. At the top, there is a header bar with the title 'Communication'. Below it, a row of icons includes a speech bubble, an '@' symbol, a telephone, a mobile phone, a printer, a mail icon, and a '...' menu icon. To the right of these icons are 'OUT' and 'IN' buttons, and a dropdown menu currently set to 'Owner'. The main form area has four fields: 'To' (containing 'support@insypro.com'), 'CC' (empty), 'BCC' (empty), and 'Subject' (empty). To the right of the 'CC' and 'BCC' fields, there are small blue person icons. The icon next to the 'CC' field is circled in green, indicating it should be clicked to add the user's own email address.

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