

***PRIVplus* Tips & Tricks**

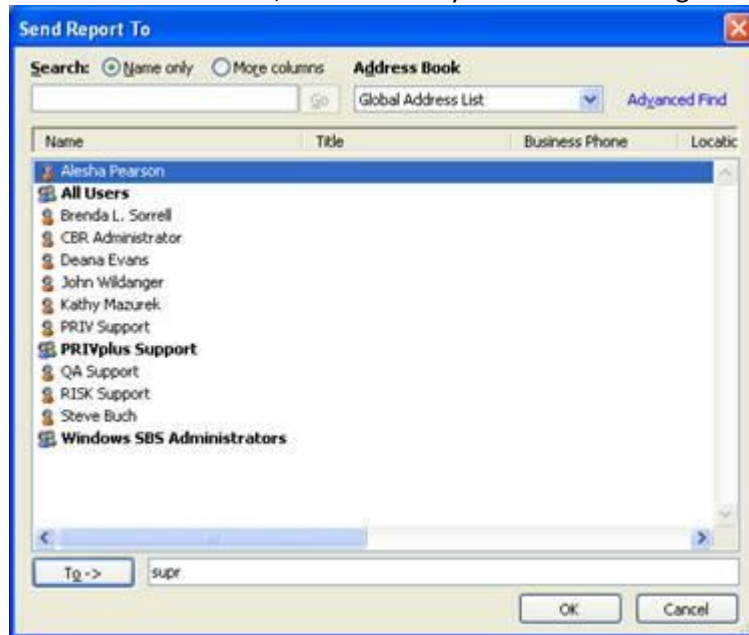
E-Mailing Reports from *PRIVplus*

In order to e-mail a report from PRIVplus you must first setup the e-mail address(es) that the report will go to.

1. From output – reports select the report you wish to e-mail and select your criteria.
2. Click the “Destination” button and the following screen should popup.



3. Select the E-Mail print location button
4. On the bottom left of the screen, select “Modify” and the following screen will popup



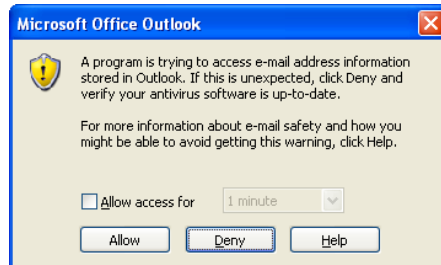
5. At the bottom of the screen delete the entry in the box next to the To-> button and enter the E-Mail address you wish to send the report to then click “OK”. If the sender’s E-Mail address is in your address book you can select it and press the “To->” button.

- The bottom left E-Mail window on the Print Location screen has a dropdown arrow in which you can select the file type for the report. Adobe PDF is one of the formats that is available and is probably the most used.



- Click the "Save" button
- Now you can click the "Run to E-Mail" button.

You may receive the Outlook dialog warning box. This is a security feature from Microsoft and is not something that can be controlled through PRIVplus. The link below has additional information about this security feature.



<http://office.microsoft.com/en-us/outlook-help/i-get-warnings-about-a-program-accessing-e-mail-address-information-or-sending-e-mail-on-my-behalf-HA001229943.aspx>