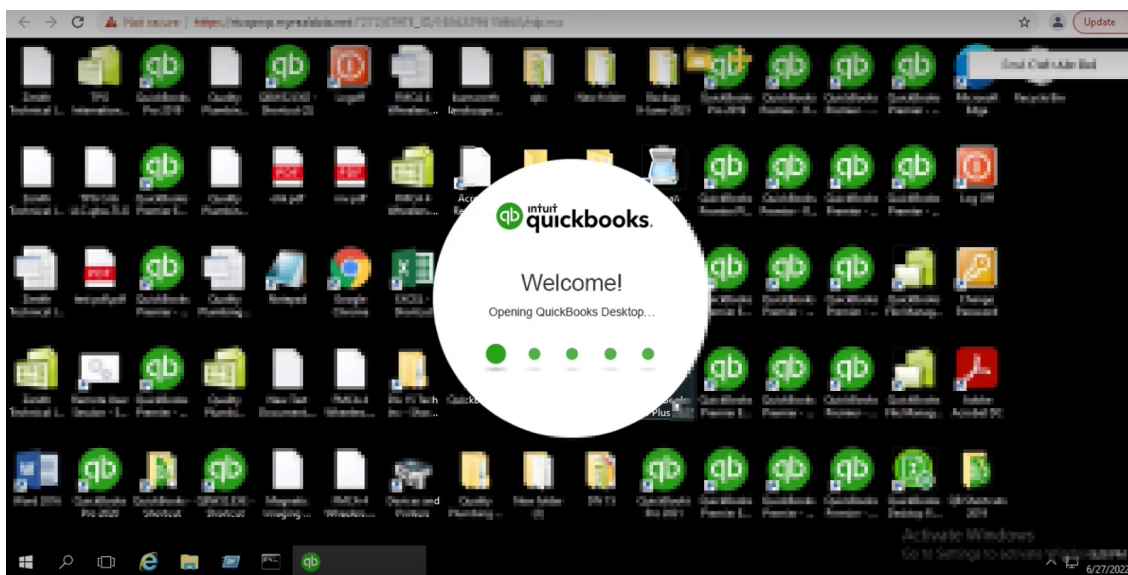# How to Setup Email in QuickBooks?

Meta Title: How to Setup Email (Gmail, Outlook, And Others) in QuickBooks?

Meta Description: Effortlessly set up email in QuickBooks with our guide. Learn to configure Gmail, Outlook, and more for seamless communication. Get started now!
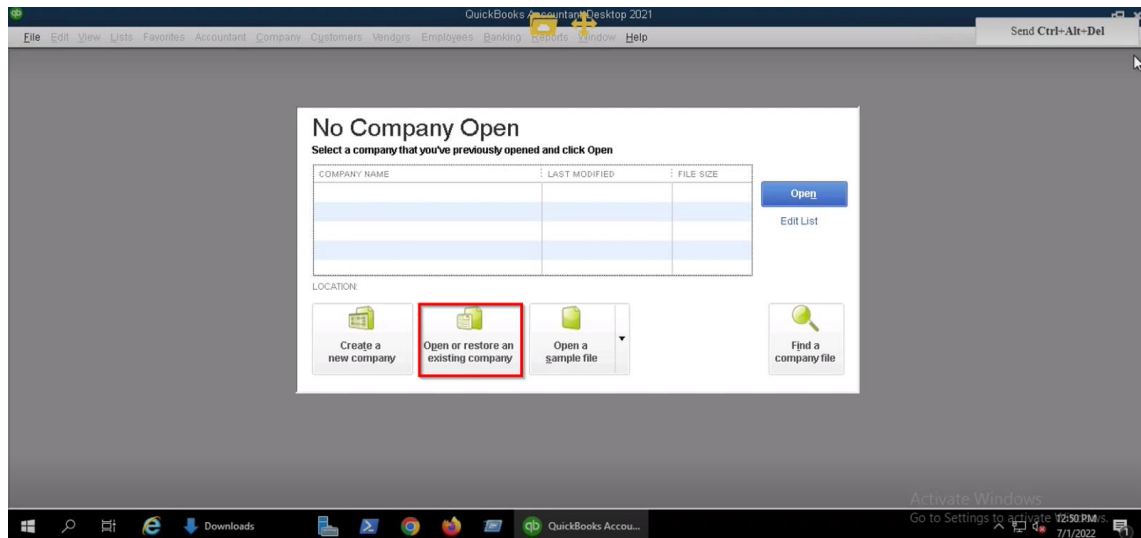
Depending on the email service you use, follow the procedure listed below to set up email in QuickBooks for delivering invoices, reports, and other forms.

Learn how to configure Gmail, Outlook, and other email clients in QuickBooks by following the below steps:
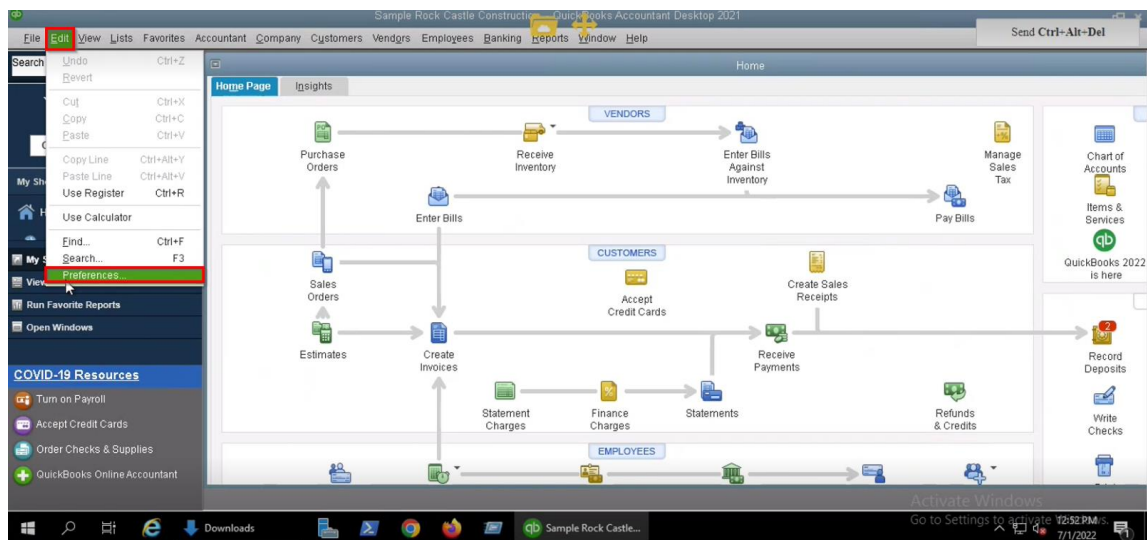
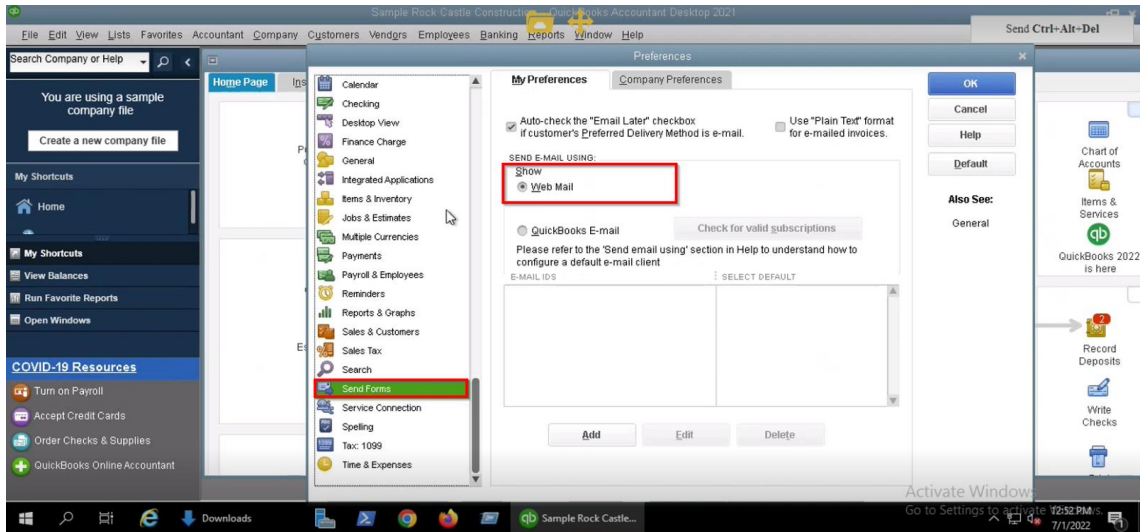1. Open the **QuickBooks** application on the server.

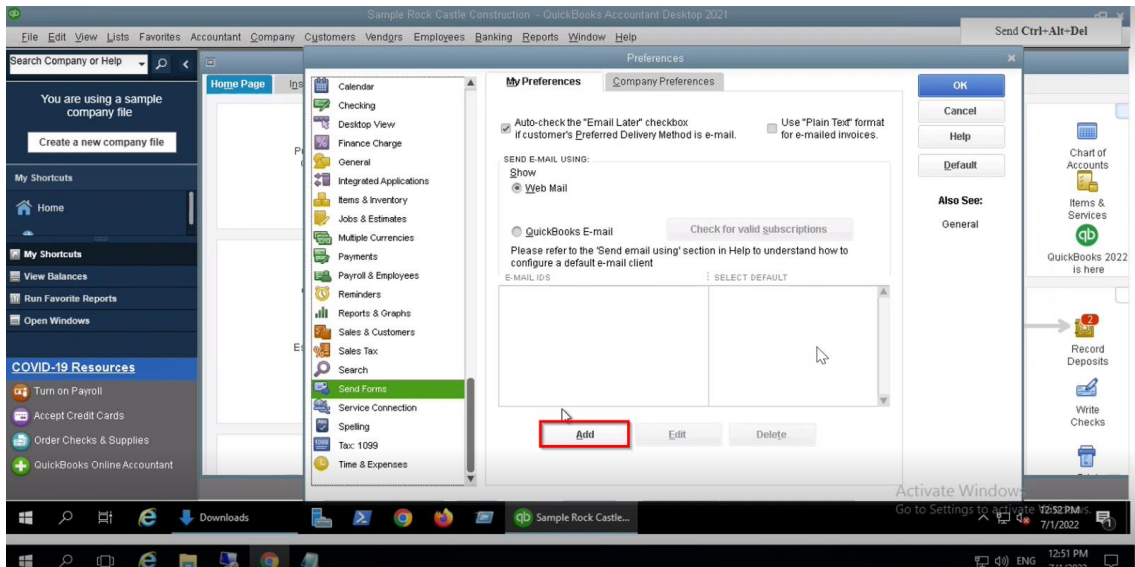2. Click on **Open or restore an existing company** to browse and open your project file**.**

3. From the menu bar, select **Edit** and click on **Preferences.**

4. Click on **Send Forms** and choose **Web Mail** under **SEND E-MAIL USING** field.
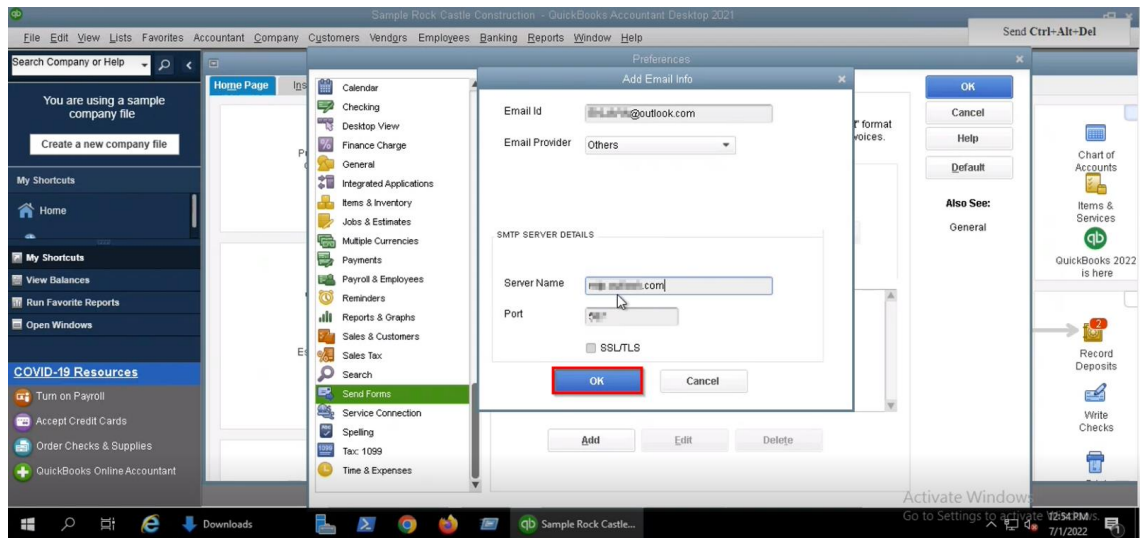
5. Click **Add.**

6. Enter the following details and click **OK**.

Category	Description
E-mail ID	Enter your email address.
E-mail Provider	Choose the e-mail provider for the E-mail address entered.
Server Name	Enter the server details provided by your hosting provider. **For Example:** smtp.outlook.com
Port	Enter the Port number.

7. A login window will appear. Enter your intuit account credentials and click **Sign-in** to complete the process.

Benefits:

Here're the 5 benefits of setting up email in QuickBooks:

- **Streamlined Communication:** Integration makes it possible for you to email invoices, quotes, and other crucial documents right from QuickBooks, saving you time and effort.

- **Professional Image:** Branded communications and personalized email templates improve your professional image, making a good first impression on clients and consumers.

- **Saving time and money:** Automating email operations in QuickBooks gets rid of manual work, which lowers mistakes and frees up time for more useful pursuits.

- **Enhanced Efficiency:** By integrating your email account with QuickBooks, you can access and manage all your email correspondence there, keeping it all organized and simple to find.

- **Enhancing client Service:** Effective email communication provides rapid replies to client inquiries, enhancing loyalty and general customer satisfaction.

Conclusion:

To make sure everything is functioning properly, don't forget to verify your email settings in QuickBooks by sending a sample invoice or report. If you're still having trouble setting up your email and would need more help, feel free to contact us at +1-888-415-5240.