

## ADD PRIMARY & SECONDARY EMAIL FOR NEW PARTNER/CLIENT

### STEP 1:

- \* Go to sales-> leads-> create new lead-> create new partner-> assign primary and secondary email
- \* **Email** (mandatory):: contains primary email
- \* **“Do Not Send Email To Primary Address”**(optional) : Mark this field to disable primary email during sending email to partner from odoo.
- \* **Additional contact information** (optional): contains secondary email
- \* Mark **“send email”** field if email has to be sent on this address from odoo

Open: Customer

Rejected Pending Confirm

Name (Is a Company?) **Pioneer Corporation**

0 Opportunities 0 Meetings 0 Calls 0 Sales

Tags...

Address: Street... City State ZIP Country Website: e.g. www.odoo.com Routesms Customer Id Routesms Remark Domain: pioneer.com

Phone: e.g. +32.81.81.37.00 Mobile Fax Email: md@pioneer.com Title Alias: Alias (To Be Filled Up By Accounts)

Contacts Internal Notes Sales & Purchases Accounting Additional Contact Information Swap History

Do Not Send Email To Primary Address ☐

Domain	Email	Send Email
md@pioneer.com	account@pioneer.com	<input checked="" type="checkbox"/>
md@pioneer.com	sale@pioneer.com	<input type="checkbox"/>
md@pioneer.com	it@pioneer.com	<input type="checkbox"/>

Add an item

Add new secondary email

Send a message or Log an internal note

Following One follower Add others

**THANK YOU**