

## Emailing

### SUMMARY

You can email a file directly from the system by right-clicking on it and selecting Email.

The email dialog lets you specify multiple recipients, separated with a semi-colon.

MORE INFORMATION

Emails are sent directly from the Instant Intelligence system, so if you want to be able to track when you sent the email, you either need to also send a copy of it to yourself, or only send a copy to yourself and then forward it to the intended recipient, giving you the opportunity to add text, attachments, your signature etc, and ensuring that a copy of the mail is recorded in your Sent Items.

Remember that email is less secure than downloading, and that some systems block large attachments. Instant Intelligence have no control over other organisations mail systems or their configuration.

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<http://www.instantintelligence.com/knowledgebase/KnowledgebaseArticle50020.aspx>

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