

## Attaching your Quicken CashBook file to an e-mail

### CashBook in Outlook Express

1. Open your e-mail inbox and create a **New Mail Message**
2. Make sure to include who the e-mail is to *and* a subject
3. Type a description note in the body of your e-mail and make sure to point out that you are including your files as attachments.
4. Click on “**Insert**”
5. Click on “**File Attachment**” (or just click on the paper clip picture)
6. You will now need to find where the CashBook files are stored on your computer
7. In the “**Look In**” field click the down arrow (▼)
8. Select (**c:/Program Files/CashBook – or QuickenW**)
9. Your **File Name** (normally your business name) will need to be selected. There will possibly be four to five different files with the same name but different file extensions. All files will need to be attached to the e-mail. To attach all files at once, click the first file and then hold down the shift button and then click the last file. Then click “**Attach**”.
10. Once you have done this the box will disappear and you will notice the file name and the five or so different extensions appear in the “**Attach**” field of your e-mail
11. Remember to advise your accountant (or book-keeper) if any passwords are needed to open the Quicken file, however, it is not recommended that you include these details in the same e-mail. Please also advise the version of CashBook you are using.
12. I will send an email in return to let you know if I have opened the file successfully.

Hope your file reaches its destination.

Kind regards,



**Robyn Kelly**  
**Quicken Accredited Trainer**