

Attaching your Home and Business file to an e-mail

Home and Business in Outlook Express

1. First you need to make a backup of your Home and Business file to the hard drive (c:/), I suggest the desktop. By making a backup Home and Business will create around 4 – 5 different files with different extensions. **All file extensions** will need to be e-mailed.
2. To make the backup open Home and Business and select **File>Backup...**
3. Click **Yes**
4. Select c:/ and then desktop then **“OK”**
5. Now open your e-mail inbox and create a **New Mail**
6. Make sure to include who the e-mail is to *and* a subject
7. Type a description note in the body of your e-mail and make sure to point out you are including your files as attachments
8. Click on **“Insert”**
9. Click on **“File Attachment”** (or just click on the paper clip picture)
10. You will now need to find where the files are stored on your desktop
11. In the **“Look In”** field click the down arrow (▼)
12. Select **(c:/desktop)**
13. Your **File Name** (eg 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.
14. 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
15. Remember to advise your accountant (or book-keeper) if any passwords are needed to open the Home and Business file, however, it is not recommended that you include these details in the same e-mail.
16. Once the email has been sent successfully, you can send the four or five files on your desktop to your recycle bin.

Hope your file reaches its destination.

Regards,

Robyn Kelly