

Summary

This page covers the basics of how to email out of Orchestrated in the OnDemand environment.

Step 1: Add email address to user login

In order to email a document out of Orchestrated, the main requirement is an email address on the user login. First go to Administration > Setup > General > Users. It will, by default, come up in Add-Mode for you to add a new user. But you can either switch to Find Mode (CTRL + F) or use the green scroll keys at the top icon bar to scroll through the users and find the user login you are using. Once you arrive at the correct user login, click in the "E-Mail" field and add in a valid email address (see screen shot below). This will be the address that shows up as the sender when a user sends an email from this login.

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Bind with Microsoft Windows Account	
User Name	Mark
Employee 📫	Anderson, Mark 💌 🗐
E-Mail	
Mobile Phone	
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Defaults	
Branch	
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Password	
Password Never Expires Change Password at Next Logon Locked	Location 2

Step 2: Add email address on to a Business Partner

While this is not required, it saves time in that you won't have to manually add a row and fill out the recipient's email address.



You'll need either an address on the General tab (see below)

Code Manual	Manual C1005 Customer 🔻					Local Currency	•	
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Tel 2	693-555-3443			ID No.	2	10		
Mobile Phone								
Fax	343-555-8802							
E-Mail	0			Remark	s		1	
Web Site	1							
Shipping Type		• 3		Sales E	mployee	Daniel Wilson	•	
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OR you'll need an email address on a Contact Person. Either one will suffice to be able to email the business partner effectively.

Code Manual C1005 Customer Pacific Distributing Inc. Contract Brewer Z5,244.00 Deliveries Oportunities Opportunities Contact Brewer Deliveries Opportunities Contact Pergons Addresses Pacific Distributing Inc. Contact ID Manual Contact Pergons Addresses Payment Terms Payment Run Accounting Properties Remarks Attachments Contact ID Mike Kay Portal Pacific Define New Define New Set as Defaylt Contact Set as Defaylt	Code Manual C1005 Customer Parine Perific Distributing Inc. Group Contract Brewer Oportunities	Business Partner	Master Data							
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