



# Sending Reports via E-Mail

This document provides instructions for using the Report program to deliver reports quickly and efficiently to clients, lenders and management companies, via email.

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## Sending Reports

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A MAPI-compliant E-Mail program is required to E-Mail reports using the Report Program. ACI supports MAPI-compliant E-Mail programs like Microsoft® Outlook and Eudora.

### Send to Other

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1. Click **File > Send > Report**.
2. Select *Send to Other* and click **Next**.
3. Select *Profile* and *Service* and click **Finish**.

**NOTE:** Default profile is *Standard ACI Rapid File*.  
Default service is *Outlook 98 / Exchange*.

4. Enter the *To:* address(es). Enter desired text in the subject and body of the email, and click **Send**.
5. A send confirmation is returned. Click **OK**.
6. Click **Send / Receive** in the E-Mail program to complete delivery.

### Send to Client

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1. Click **File > Send > Report**.
2. Select *Send to Client* and click **Next**.

**NOTE:** If prompted, select *Profile* and *Service* and click **Finish**. If the Profile and Service are set up in the Clients Database, this step is omitted.

3. A send confirmation is returned. Click **OK**.
4. Click **Send / Receive** in the E-Mail program to complete delivery.

## Manually Attaching Reports in E-Mail

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1. Compose a new mail message.
2. Click **Insert** or **Attach File** or similar command.
3. Browse to the location of the .ACI file.
4. Click **Insert** or **Open** or similar command. File is now attached to the E-Mail.
5. Click **Send** to deliver E-Mail to recipient(s).