

Procedures for Emailing a QuickBooks File

Open your QuickBooks file and click on **FILE**, then **BACK UP**

This will bring up a box that says “Back Up Company File”.

- “Back Up Current Company” should have *DISK* selected, the *FILENAME* should be your company name and the *LOCATION* should be:
C:\Program Files\Intuit\QuickBooks
- If the *LOCATION* shows another path then you will need to click on **BROWSE**
At the *SAVE IN* box click on the drop down menu and click on C: drive, Double-click on **PROGRAM FILES, INTUIT, QUICKBOOKS**. (Your company name with the **.QBB** should then be in the box at the bottom of the window.) Click **SAVE**.
It will then tell you that this file already exists Click **OK**.
- When the *FILENAME* is correct, then click **OK**.

Your response to this will be:

The back up file you chose already exists. Do you wish to replace it?

Click on **YES**

A box will then pop up that says: Your data has been backed up successfully –

Click **OK**

At this time, you will need to get out of QuickBooks and open up your email and start a new message addressed TO: manager@dogwoodaccounting.com

Click on **INSERT**, then **FILE**.

Where it says *Look In*: click on the drop down menu.

Then Double-click on **C:** drive, **PROGRAM FILES, INTUIT, QUICKBOOKS**, then the file with your company name with the **.QBB** at the end.

At this time, you will see the attachment on your email and click the **SEND** button.