

## **Emailing Invoices**

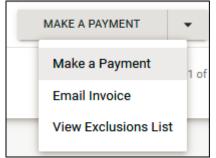
https://campus.barracuda.com/doc/97520667/

To email an invoice, perform the following steps.

1. At the Billing page, in the Action column, click the **Make a Payment** down-arrow.

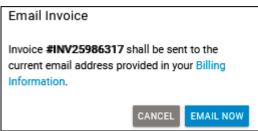
▼ Filter By Account Name		PRODUCTS & SERVICES ROLI	S & ACCESS DETAILS	BILLING		
-		Billing for adin	a5m			
adina5m	ADD ACCOUNT 👻	Automatic Payment MANAGE CREDIT CARDS				
< Back to Accounts		DATE 1	INVOICE NUMBER	AMOUNT	STATUS	ACTIONS
💄 adina5m						
🚢 adina5m acc1		05/09/2022	INV25986317	\$102.28	Pending	MAKE A PAYMENT
adina5m acc10		I< < (1) > >  Items per page 10 ▼ 1-1 of 1				
adina5m acc11						

The Action menu is displayed.



## 2. Click Email Invoice.

The Email Invoice pop-up is displayed.



Clicking the **Billing Information** link displays the User Contact Information page where you can confirm data. Note that you need to restart this procedure if you select the link.

3. Select the **Email Now** button.



## Figures

- 1. image2022-7-28 7:33:19.png
- 2. image2022-7-28 7:48:57.png
- 3. image2022-7-25 11:3:55.png

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