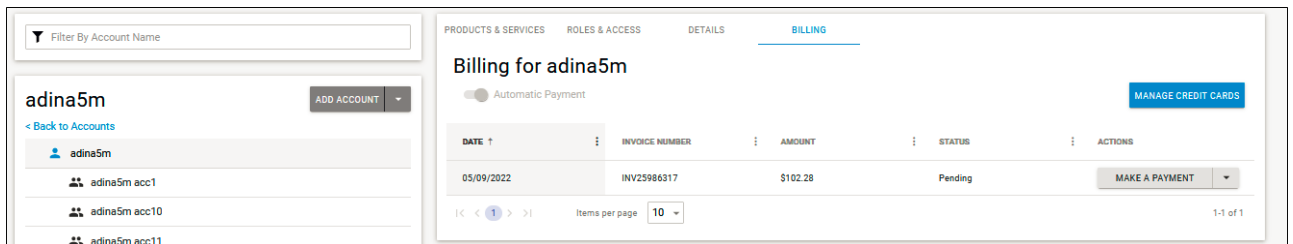


## Emailing Invoices

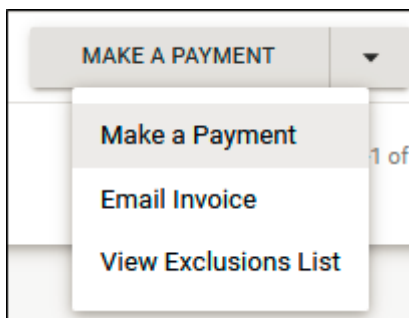
<https://campus.barracuda.com/doc/97520667/>

To email an invoice, perform the following steps.

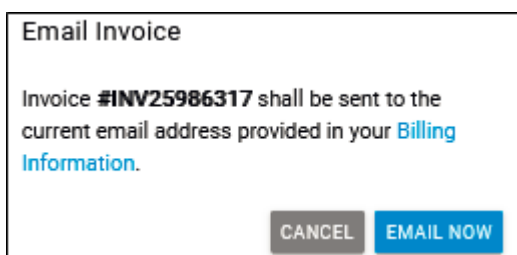
1. At the Billing page, in the Action column, click the **Make a Payment** down-arrow.



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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