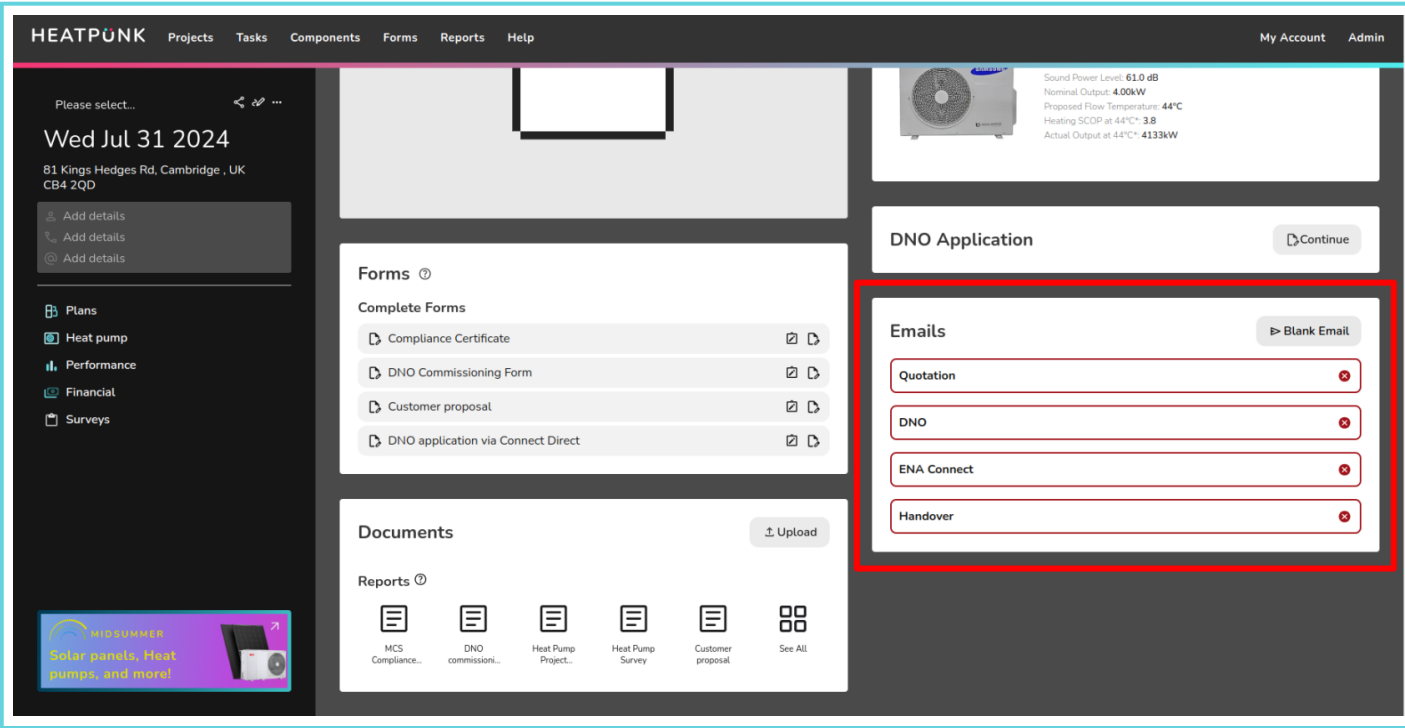# Emailing

You can access the email management section via the project overview. Here you can keep track of emails that have been sent.

Editing and sending an email

Using the Quotation email as an example, when you click on the **Quotation** email option it will open a modal like the one shown above. The the customer's email address will automatically be filled (if it has been added to the project). Your email will populate in the 'Cc' field.

The quotation will be automatically attached to the email if it was saved to the file management section. You can add other attachments and then click **Send** when you are ready to send.

Adding additional attachments▫

You can add additional files to the email by clicking **Add attachments**. Please note you will only be able to upload files you previously uploaded/saved to the file management section or component management section.

> **Important:** Please note that if you send the quote to the customer via this method, it will be sent as a PDF attachment. Follow the instructions [here](#) to send documents for e-signing.