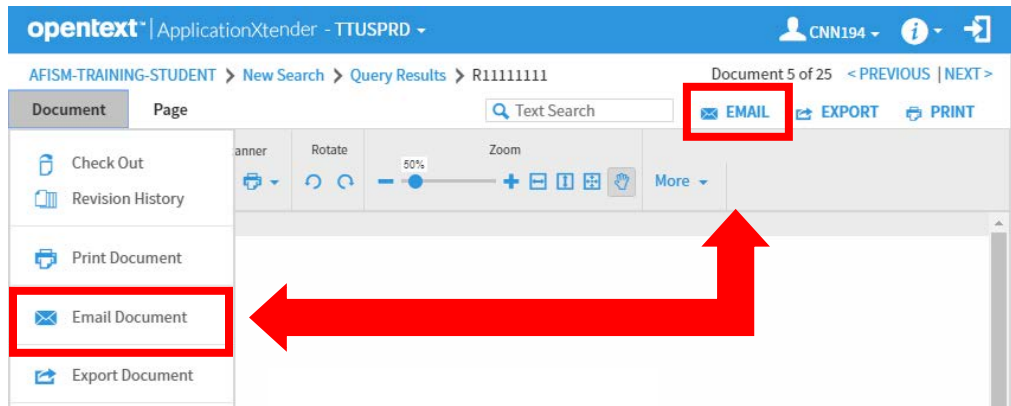# Emailing Xtender Documents in Chrome

1. To email an indexed document, click on email in the **"Document"** column, or at the top right of the document.

2. Fill out the "Mail Document" window that has popped up.
    - Select Pages
    - Add a Subject
    - Check "Use PDF Format"
    - If you want to hide annotations, check the box.
    - Select "MSG Format" or "EML Format"
    - Click "EMAIL"

3. While your document downloads, a status window will appear.

4. Once the document has been downloaded, a "Save As" window will appear.
   - File Name: AXClientEmail ….
    - Save as Type:
        o If your chose "MSG Format", it should say "Outlook Item"
        o If you chose "EML Format", it should say "E-mail Message"
    - Click "Save"

5. Your File will now appear at the bottom left of your screen.
    - Click it and it will toggle you into your "Outlook" email.
    - You may need select your email server the first time you do this. Afterwards, it should automatically open into Outlook.
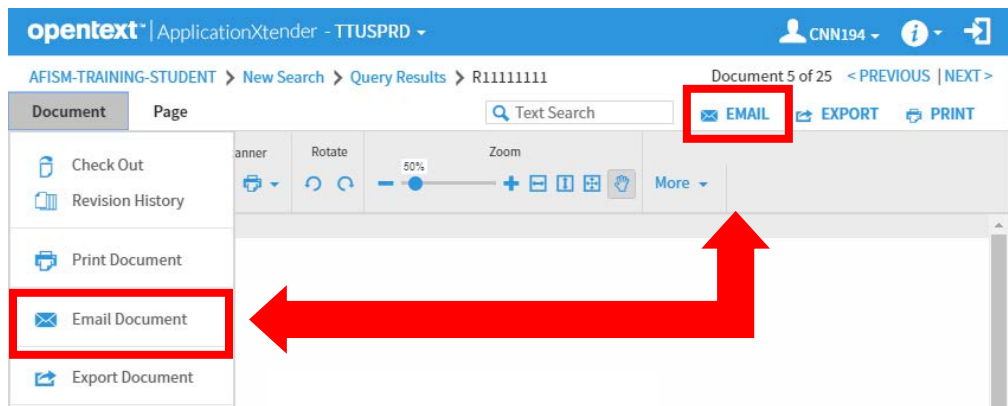
6. The PDF Xtender Document should now be attached and ready to send
    - Compose your email as you would normally would, then "Send"
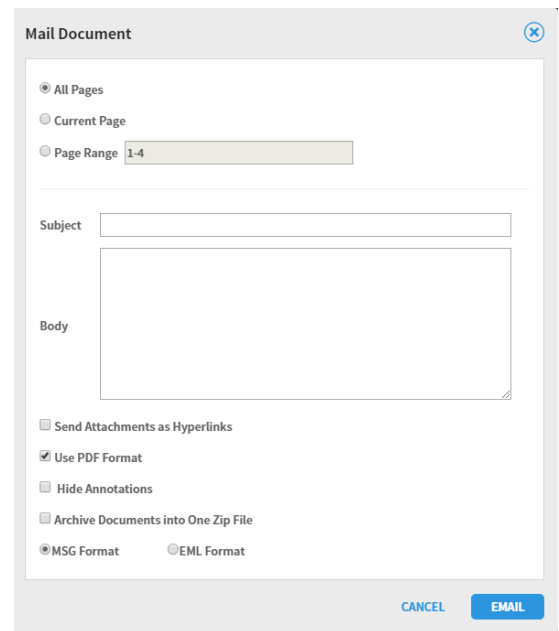
Emailing Xtender Documents in Internet Explorer

1. To email an indexed document, click on email in the **"Document"** column, or at the top right of the document.

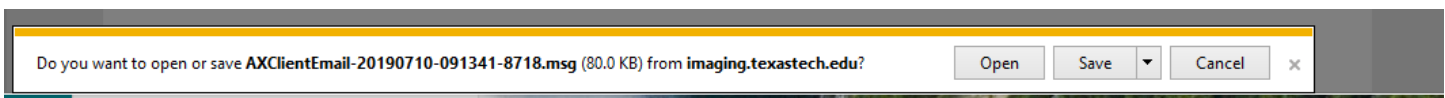2. Fill out the "Mail Document" window that has popped up.
   - Select Pages
   - You must add a "Subject"
   - Check "Use PDF Format"
   - If you want to hide annotations, check the box.
   - Select "MSG Format" or "EML Format"
   - Click "EMAIL"

3. While your document downloads, a status window will appear. If you don't see this, make sure your pop off blockers are turned off or "allow" the website when prompted to.

4. At the bottom of your screen, you will be prompted to Open or Save your Document.
   - When you "Open" your document, it should automatically take you to your Outlook email. If this is your first time, you may need to set up your email.
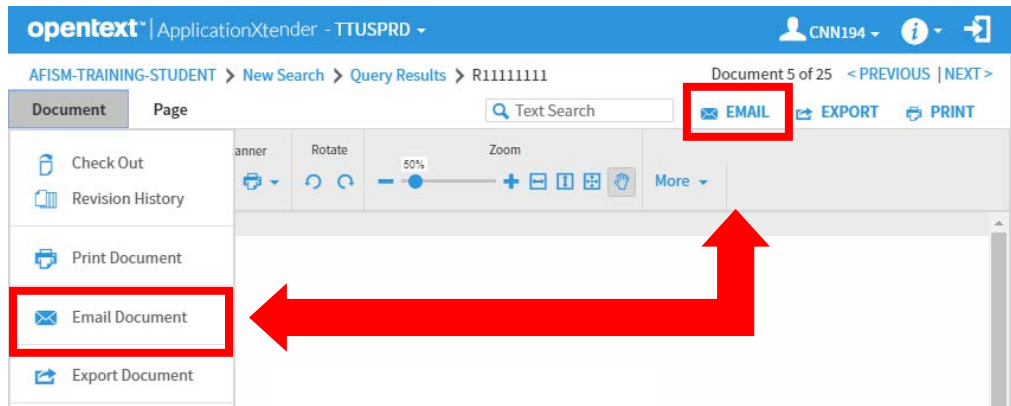   - You may also get a Security warning. Select "Allow".

5. The PDF Xtender Document should now be attached and ready to send
   - Compose your email as you would normally would, then "Send"

Emailing Xtender Documents in FireFox

1. To email an indexed document, click on email in the **"Document"** column, or at the top right of the document.

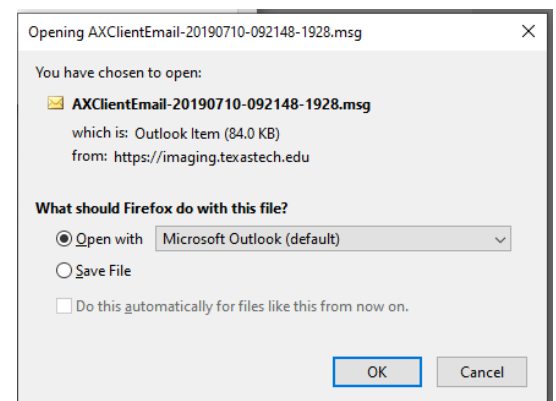2. Fill out the "Mail Document" window that has popped up.
   - Select Pages
   - You must add a "Subject"
   - Check "Use PDF Format"
   - If you want to hide annotations, check the box.
   - Select "MSG Format" or "EML Format"
   - Click "EMAIL"
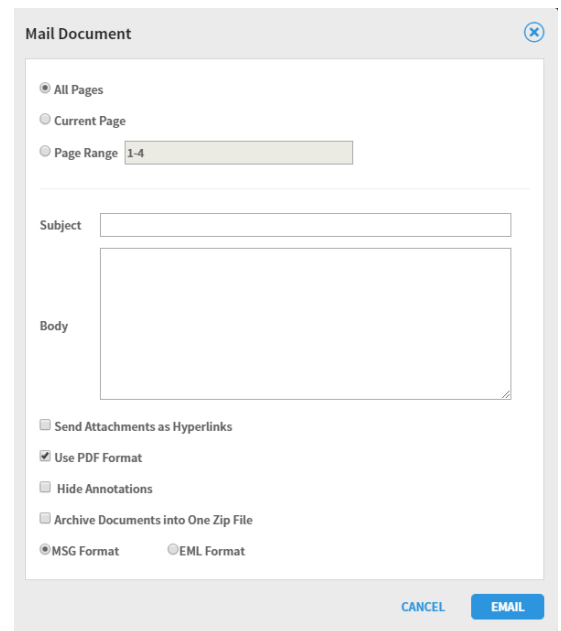
3. While your document downloads, a status window will appear. If you don't see this, make sure your pop off blockers are turned off or "allow" the website when prompted to.

4. Next, you will be prompted to Open or Save your Document.
   - When you "Open" your document, it should automatically take you to your Outlook email. If this is your first time, you may need to set up your email.

5. The PDF Xtender Document should now be attached and ready to send
   - Compose your email as you would normally would, then "Send"