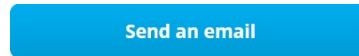# SENDING EMAILS
In PolicyPro by Sapiens
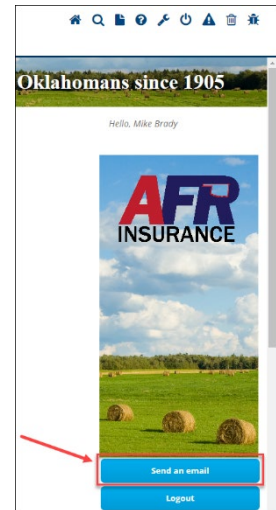

HOW TO SEND EMAILS IN SAPIENS

Emails can be sent from inside PolicyPro, both from the **Home Page** and inside a **Quote/Application/Policy.**

HOME PAGE:

An email can be sent from the Home Page of PolicyPro, simply by clicking on the Send an Email button on the right side of the Home Page.
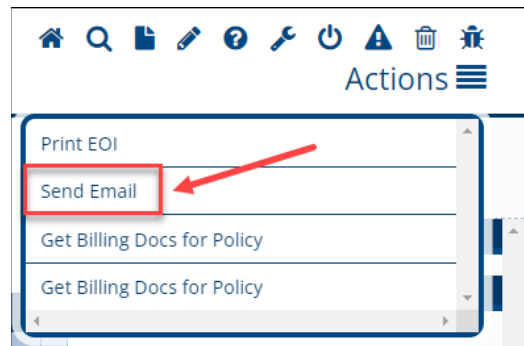
This will open a new email using your default email program. The email will appear to come from whomever is setup on the default mail program at that time.

QUOTE/APPLICATION/POLICY:

While inside of a **Quote/Application/Policy**, you can use the **Send Email** functionality from the **Actions** menu, which will attempt to use whatever email program you have set as your default email program (i.e., Outlook, Windows Mail, Apple Mail, etc.).

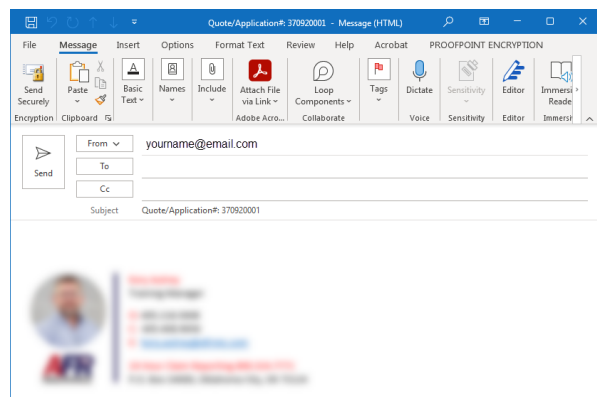The email will appear to come from whomever is setup on the default mail program at that time.

If your default email program is Outlook, the Send Email option will open a new Outlook email message, with the Quote/Application/Policy number in the Subject line.

DIFFERENT USERS (SAPIENS vs EMAIL):

If one user is signed into Sapiens, and a different user is signed into the email client, then Sapiens will attempt to send the email as the user that is signed into the email client, not Sapiens.

This could potentially create a situation where users that share systems with other users, could send emails impersonating different employees or in other words allowing other employees to take over the email account of the user signed into the computer.

Also, the person that is sending the email message will have the ability to change who the message is going to.

If users routinely share computers, then this does not pose any greater threat than already exists.