



REDOFFICE

Ph 2929 494

www.redoffice.co.nz

## Red Office Procedure for Emailing & Restoring your MYOB file

### EMAILING YOUR FILE

**Before emailing your file ensure you have followed the Red Office MYOB back-up procedure.**

- Click into your email software and open a new email
- Click insert file and select the latest back-up zipped file located in your MYOB Backup folder
- Send email

**NB Please note that MYOB uses a file path using the date shown as MMDD, ie 20<sup>th</sup> Feb = 0220**

### RESTORING YOUR FILE FROM AN EMAIL

**Please note this procedure will ensure that you save your emailed file over the top of any other company file with the same name. This will ensure you do not have duplicated files. If this is not what you are wanting to do please do not use the restore function.**

- Go to email
- Right click on attachment and send to back-up folder
- Open MYOB and go into Clearwater file (sample company file = Clearwtr.MYO)
- Select from the File menu - restore
- Select back-up just created from your back-up folder
- Check that the top 'save in' box has the correct MYOB programme folder selected  
ie Accounting 17, Premier 11
- Check that file name is correct
- Then Save



