

Assigning a Default Email Program on a Workstation

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This guide explains how to configure your workstation to ensure you can email records from aACE. It is intended for general users without the aACE Email Composer Upgrade.

The standard aACE Email Integration provides a simple way to compose outgoing emails with information from aACE. The aACE Email Integration links outgoing emails and their attachments directly to the relevant records anywhere in aACE. This feature works across all aACE modules.

The aACE Email Composer Upgrade allows you to draft your emails within aACE. However, if your system does not have the aACE Email Composer Upgrade, aACE will open a new draft email in your workstation's default email application. If you have not set a default email application on your workstation, then these actions in aACE may fail to generate a draft email.

First, make sure the desired email application is installed on your workstation. aACE is not able to open a draft email in browser-based email services, such as Gmail.

After you install your email application, you can set it as the default.

Macbook

1. Open the Mail app.
2. Select **Mail > Preferences > General**.
3. Select the field for 'Default email reader' and select the desired email app.

Note: You might be prompted to [add an email account](https://support.apple.com/kb/HT204093) before you can change this setting in Mail. Alternatively, you can check the preferences of your preferred email application for another way to set your default email app.

PC (Windows 10)

1. Navigate from **Start > Settings > Apps**.
2. In the left panel, select **Default Apps**.
3. In the right panel, select the app currently listed under the Email section, then select

the desired email app.
