EmailTo, EmailCC, and EmailBCC on Customer and Vendor Address Cards
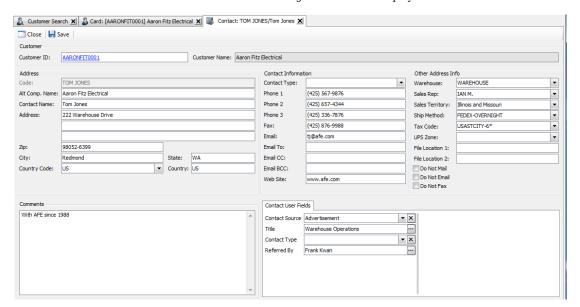
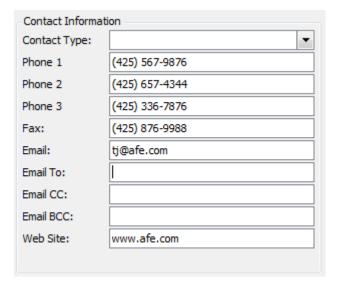Cavallo Support - 2025-10-28 - [System](#)

Overview

In the Customer and Vendor Cards in Sales Pad, there are separate " Email To," " Email CC," and "Email Blind CC (BCC)" fields. These fields correspond to the "Email Addresses" fields found in the Internet Information window in Microsoft Dynamics GP.

Usage

Click on Customer Search and open a Customer Card. Click on the Contact Addresses tab to display contact information for all contacts at that customer. The following fields are then displayed:

The " Email To," " Email CC," and " Email BCC" fields are all displayed under " Contact Information."

These fields map to the " Email Addresses" fields in the " Internet Information" window found on the Address ID Contact Record in Dynamics GP.

The Address ID Contact Record can be found in the Customer Maintenance window in Dynamics GP.

Customer Maintenance - TWO (sa)

Actions: Save | Clear | Delete | Write Letters | Attach | All-in-One View | File | Print | Tools | Help | Add Note

File | **Help**

Customer ID	AARONFIT0001 🔍📄 ☐ Hold ☐ Inactive
Name	Aaron Fitz Electrical
Short Name	Aaron Fitz Elec
Statement Name	Aaron Fitz Electrical

Parent Customer ID	
Class ID	USA-ILMO-T1 🔍
Priority	None

Address ID	PRIMARY 🔍
Contact	Bob Fitz
Address	One Microsoft Way
City	Redmond
State	WA
ZIP Code	98052-6399
Country Code	US 🔍
Country	United States

Phone 1	(425) 555-0101 Ext. 0000
Phone 2	(000) 000-0000 Ext. 0000
Phone 3	(000) 000-0000 Ext. 0000
Fax	(312) 555-0101 Ext. 0000

UPS Zone	
Shipping Method	LOCAL DELIVERY 🔍
Tax Schedule ID	USASTCITY-6* 🔍
☐ Ship Complete Documents	

Ship To	PRIMARY 🔍
Bill To	PRIMARY 🔍
Statement To	PRIMARY 🔍
Salesperson ID	PAUL W. 🔍
Territory ID	TERRITORY 1 🔍
Type	Retail
User-Defined 2	

Comment 1	
Comment 2	
Trade Discount	0.00%
Payment Terms	CREDIT CARD 🔍
Discount Grace Period	0
Due Date Grace Period	0
Price Level	🔍

Accounts | **Address** | **Options** | **E-mail**

|◀ ◀ ▶ ▶| by Customer ID