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# Analytics Canvas Tutorial:

## *How to send files by Email*



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## How to send files by Email

### Overview

Welcome to Analytics Canvas's tutorial. This is one of a number of detailed tutorials in which we explain how each feature within Analytics Canvas works, with additional context to help you understand it better, and to use it to best suit your own needs.

### Email Delivery

You can send files generated by *Analytics Canvas* via Email to a list of Email addresses.

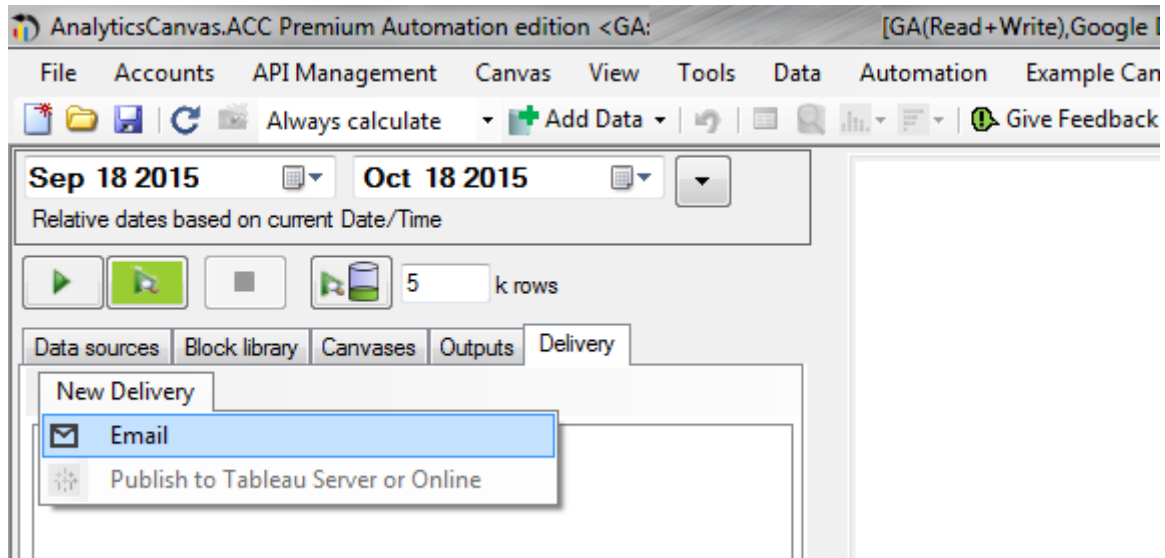


Figure 1 Email Delivery

To send files by Email:

Step 1. Open or create a canvas that generates one or more files.

Note: File types supported are Text, Excel Workbooks, Tableau TDE files and Tableau TWBX files.

Step 2. Select the Delivery tab, click "New Delivery" and select "Email".

Step 3. Create an Email template:

- Click the "Send from:" button and connect to your Email account.
- Type Email address of the recipient(s), Email subject and text.
- To add output file(s) click the "Edit Attachments" button, select output file(s) to attach, and click "OK".
- Name your Email template and click "OK".



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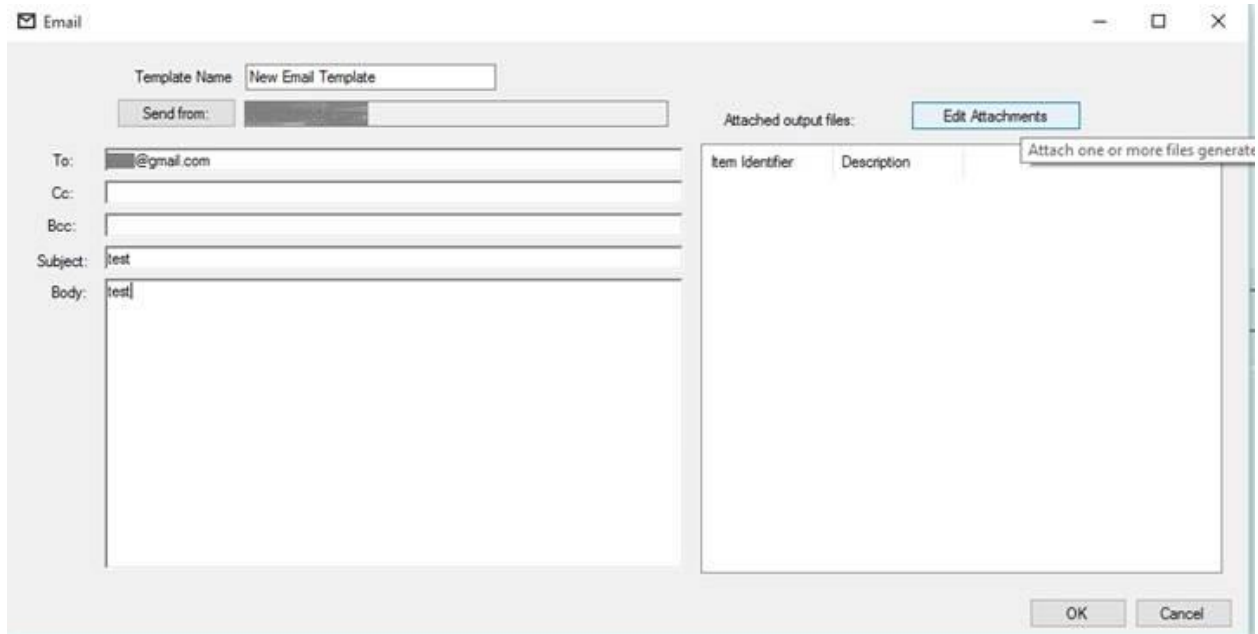


Figure 2 Email Template

A new delivery output will be added under the Delivery tab. Each time you press the “Run with outputs” button, *Analytics Canvas* will request your approval to send Emails. You can also send Emails by clicking the “Send emails” button located in the upper right corner of the screen. Emails can only be sent after all output files have been created.

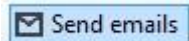


Figure 3 “Send Emails” Button.

### Conclusion

Thank you for reading this tutorial. We invite you to continue with the tutorial training to learn more about using Analytics Canvas.