

# How to Receive Copy of Order Confirmation Emails

On inTouch first go to 'Management'

**image-1613146419137.png**

Then 'Occasional Menu'

**image-1613146980269.png**

Click on 'Internet Options'

**image-1616154570468.png**

Go to 'Confirmation'

**image-1616154619100.png**

You will then see a box called 'Email'

**image-1616155108388.png**

At the bottom you will see 'Send BCC to'

**image-1616155191461.png**

In this box you will need to add the email where you wish to receive the copy of the confirmation email

**image-1616155286374.png**

Once done press 'Finished'

**image-161615538197.png**

And 'Exit'

**image-1613148262170.png**

If you have Online Ordering with us it will ask you to 'Upload Menu to Website'

**image-1613148605714.png**

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**If so click 'Yes' to upload  
image-1613148727380.png**

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**And 'Main Menu'**

**image-1613588916403.png**

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