



Approve Using Outlook Mail

Chrome River sends an email to each approver when they have an item in their queue to approve. The email provides the ability for the approver to either Accept (approve) or Return (Deny) the document. Some approvers are receiving a message after they click the Accept or Return buttons. The message says: "Add an Account to Mail, Calendar, and People to access your email, calendar events, and contacts.



Changing Default Email

1.Click on Windows 10 home button

2.Start typing "**Default**" – The Default app settings window should open

3.Click on Default app settings







4.The Choose default apps window should open 5.Click on **Mail**







6. Choose the app for the Outlook client installed on your PC

Settings	
lome	Default apps
Find a setting	Choose default apps
Anna -	Email
IE Apps & features	Mail
🗄 Default apps	Maps Choose an app
때, Offline maps	Mail Recommended for Windows 10
 Apps for websites 	Music Google Chrome
□ Video playback	Hust O Coogle Chrome
	Outlook
	Phete Look for an app in the Store
	Video player
	Movies & TV
	Web browser
	Microsoft Edge

7.Ensure Outlook is now listed as your Email default and click the **X** in the upper right corner of the screen.

Settings		- 0	×
戀 Home	Default apps		
Find a setting \wp	Choose default apps		
Apps	Email		
I≣ Apps & features	Outlook		
🖙 Default apps	Maps		
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Apps for websites	—		
다 Video playback	Music player Groove Music		