Click "Setup"

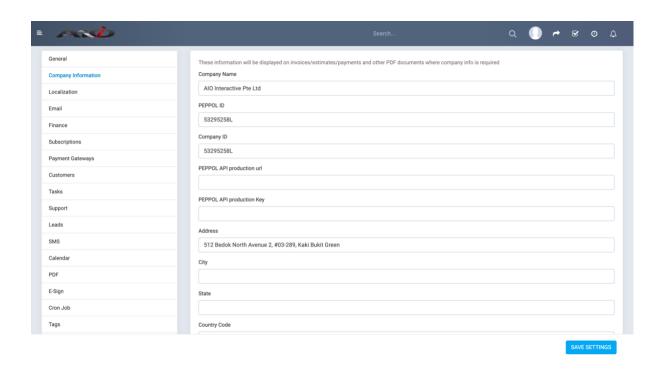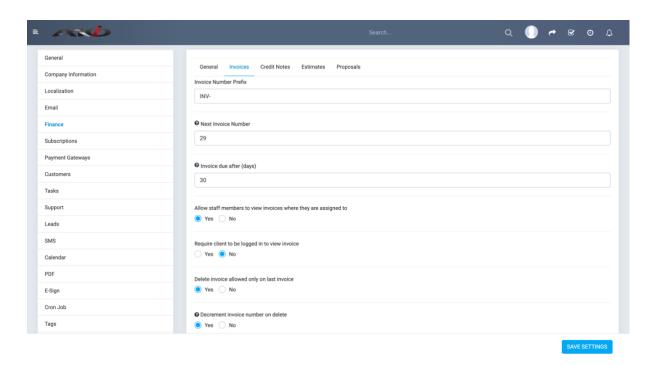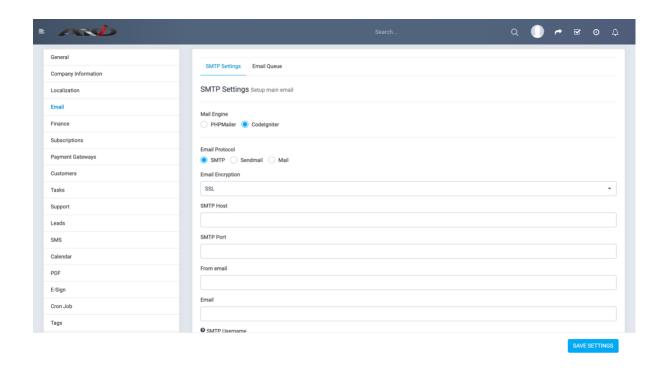Click "Setting"

Company Information

Finance

Email Set-Up