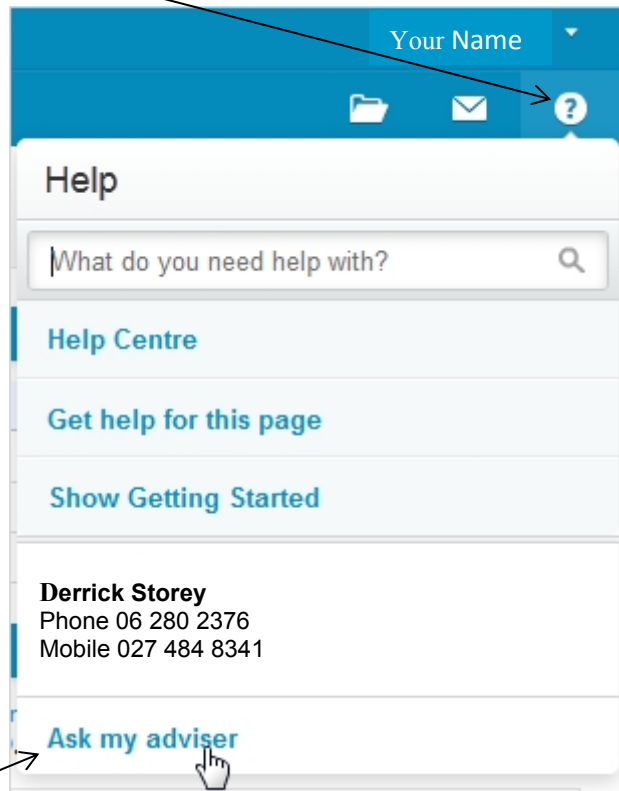


In Xero how do I ask my adviser a question?

There are times when you are working in Xero that you need help with something you are doing.

1. The first thing to do is to click on the **?** at the top right of your screen below your name, this will open the help screen.



2. Click on the **Ask my adviser** and the Ask my adviser screen will open.

Ask my adviser X

Send a question directly to your accountant. You'll receive a response via email.

Your question:

Send me (your email address appears in here) a copy

Send **Cancel**

3. In the Box under "Your question:" type in your question with as much detail as possible.
4. If you want a copy sent to you, place a in the little box in front of Send me a copy.
5. Click the **Send** button.