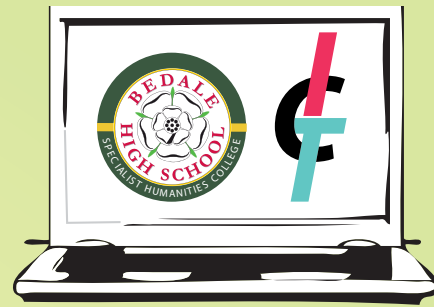


2



1 Reply

Reply to an email that you are reading, click on "reply" and add message at top

2 Reply all

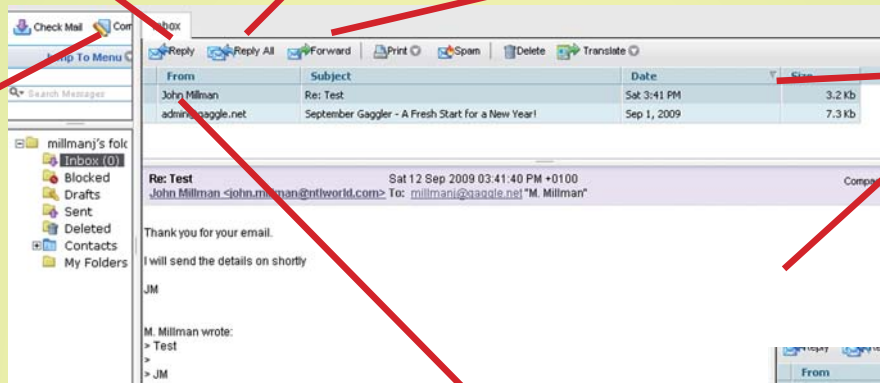
Reply to all recipients of an email that you are reading, click on "reply all" and add message at top

3 Forward

To send a copy of the email you are reading to another person, click on "Forward" and add message at top.

5 Write New Email

To write an email that starts a new topic/ thread. Click on compose. *Do not use for a reply or forward!*



4 Read

Click on email, darkened line. Email is below to read.

6 Sender

To add sender to address book, right click on senders details and add sender



7 Using the address lines

7a To

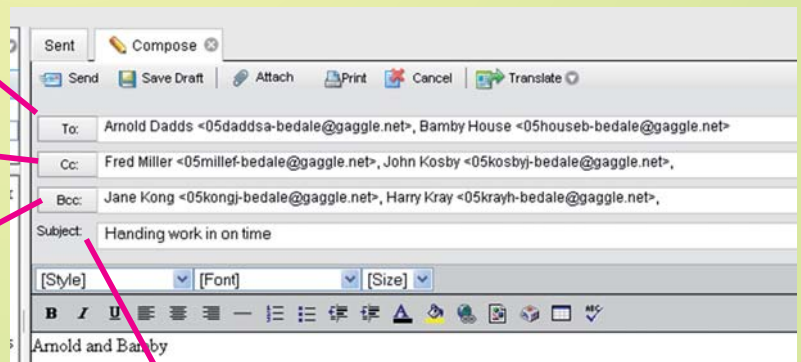
Put the address of the main recipients here. As many as you are sending to. The recipients will be able to see these addresses.

7b CC

CC is "Carbon Copy", to send copies to additional recipients who would like to know the details but are not the intended recipients. The recipients will see these addresses as well.

7c BCC

BCC is "Blind Carbon Copy", to send copies to additional recipients who would like to know the details but are not the intended recipients. Their address details will not appear in the email.



7d Subject

Short statement listing the subject of the email.