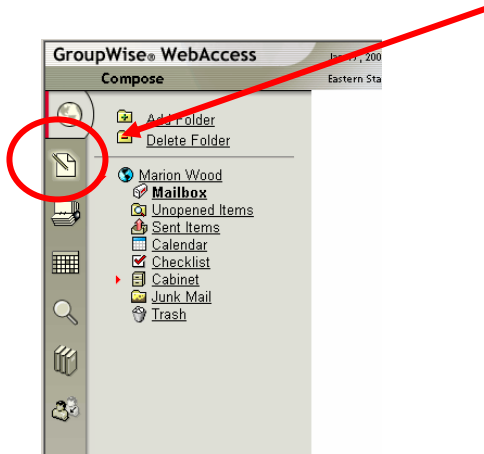
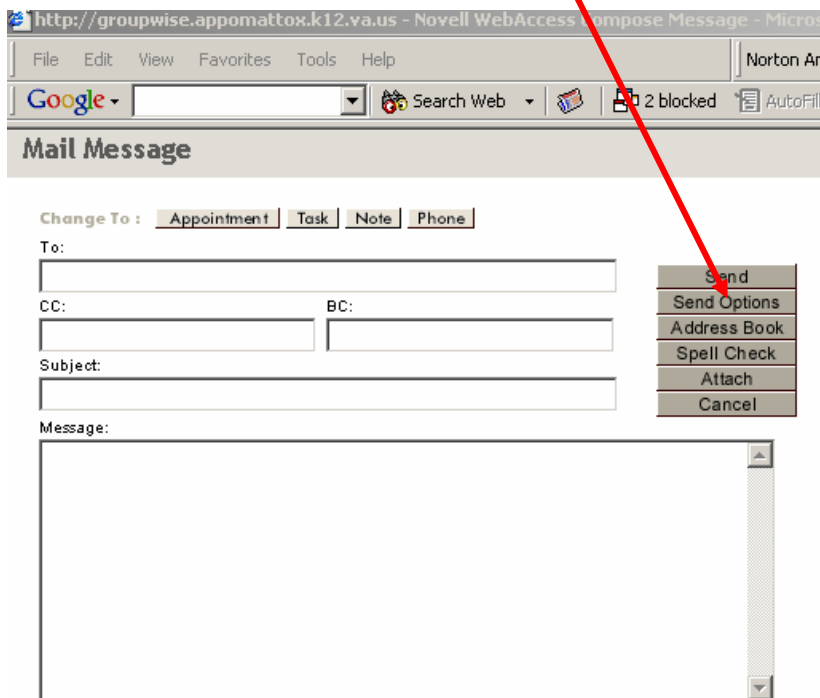


How to create e-mail, use address book, and attach files.

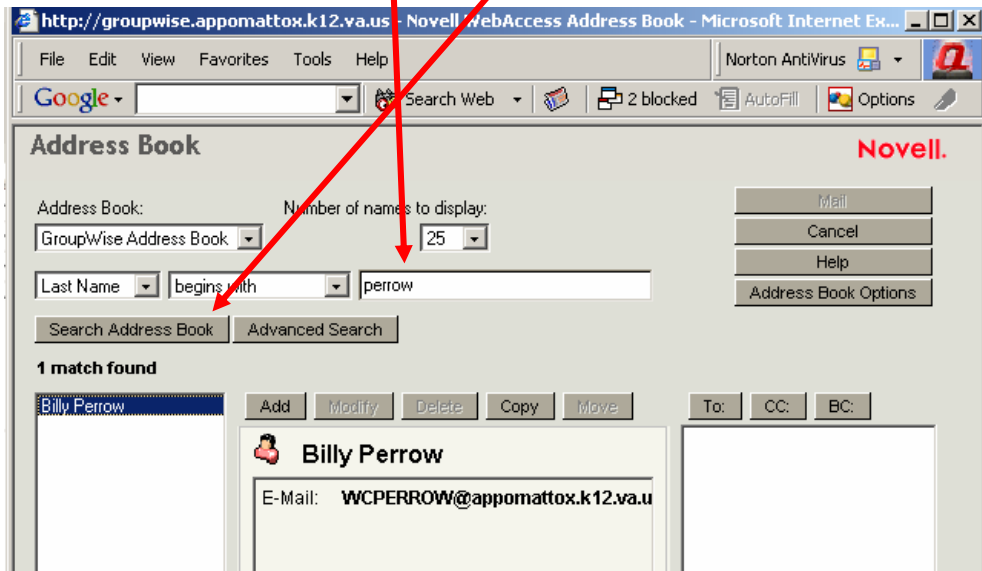
1. To create an e-mail, click on the compose icon.



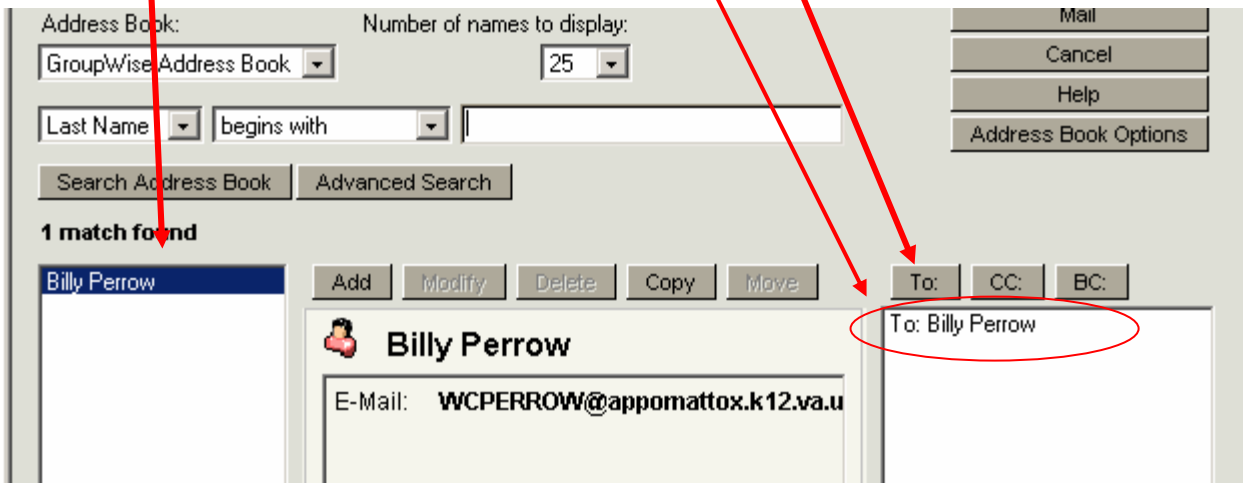
2. This Window or one similar pops up. To find an e-mail address, click on the *Address Book* button.



3. Type in the last name of the person whose e-mail address you want. Click on Search Address Book. You will see all the people with that last name.



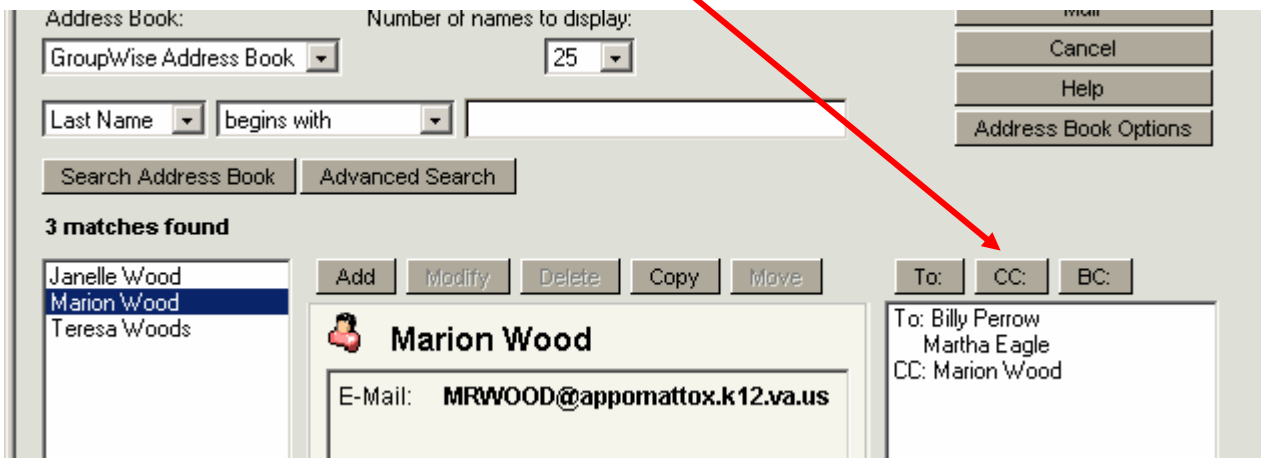
4. Select the name and click on TO:
Notice the name is now in the box on right.



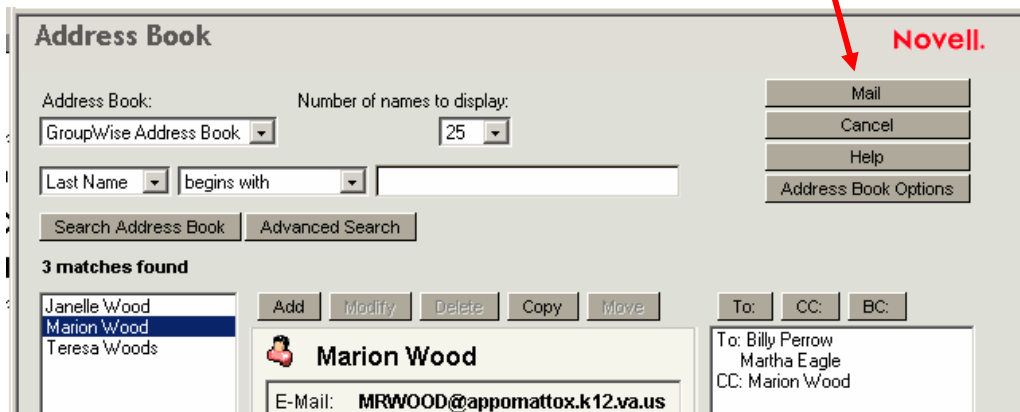
5. You can send a message to more than one person by searching their last name as before and selecting it, and clicking on *TO*:



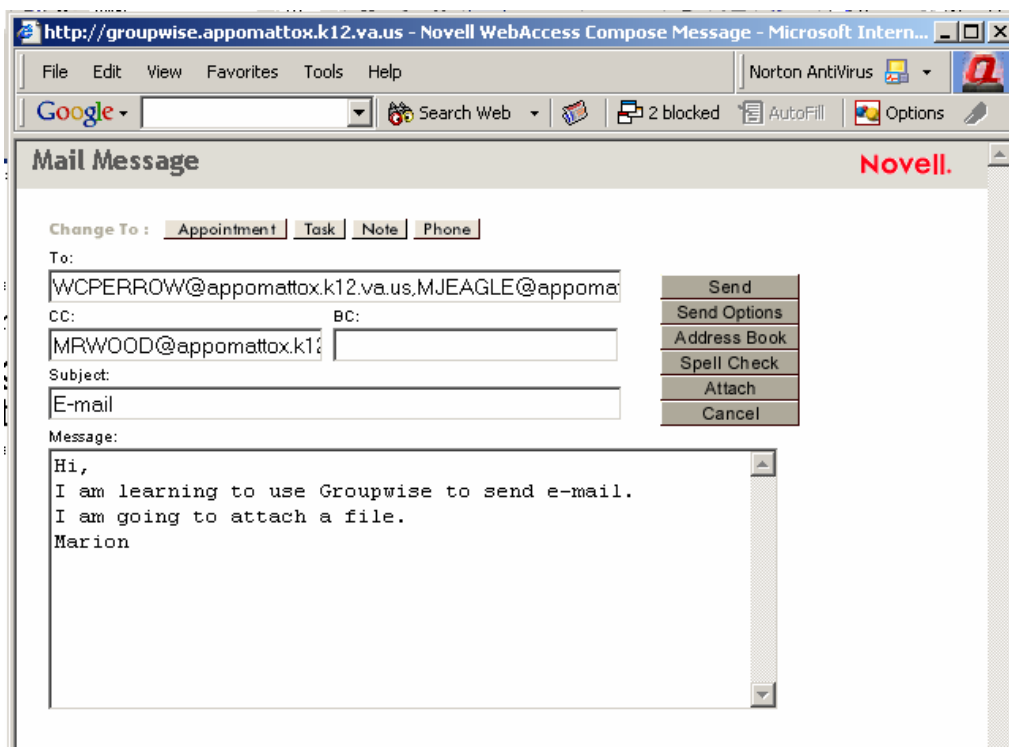
6. You can send a copy of your message to more than one person by searching their last name as before and selecting it, and clicking on *CC*:



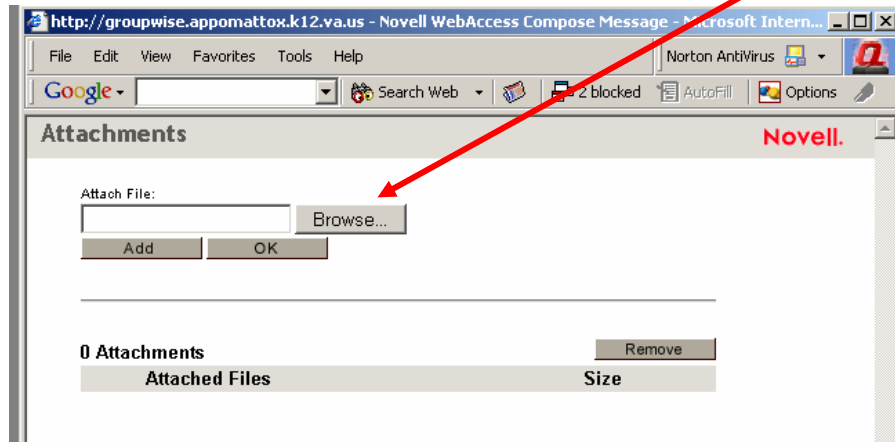
7. After you have decided who you will send your message and copies to, click on the *mail* button to return to your e-mail.



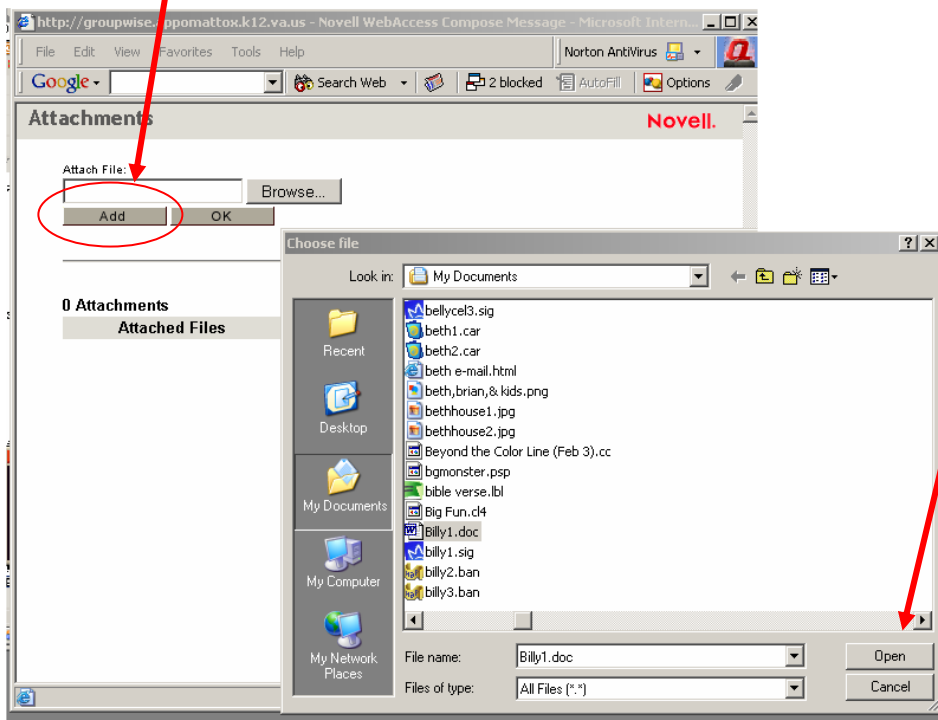
8. Type in your subject, your message, and then click the *Attach* button to attach a file. You don't have to attach a file.



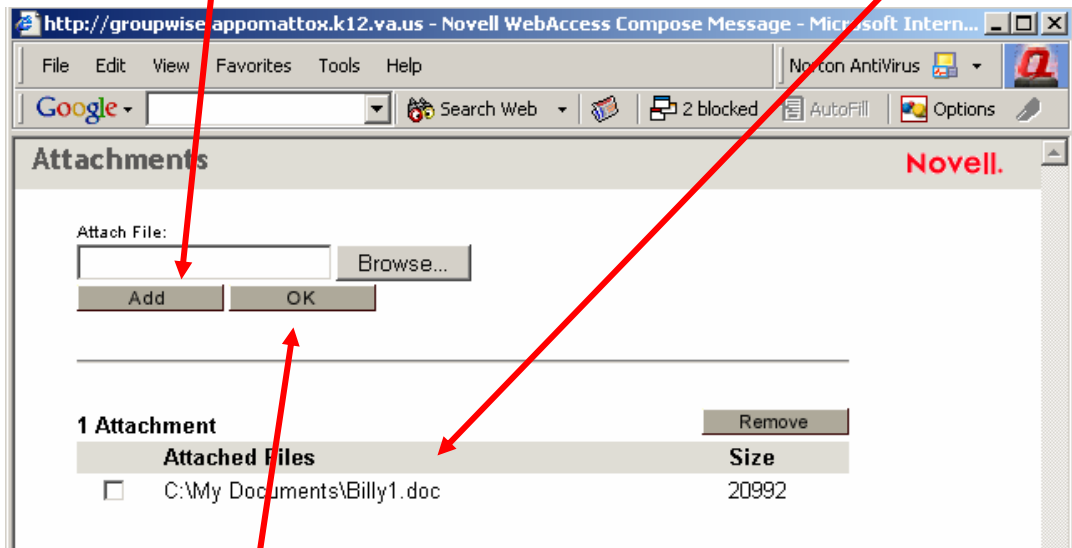
8. An Attachment window pops up. Click on the *Browse* button.



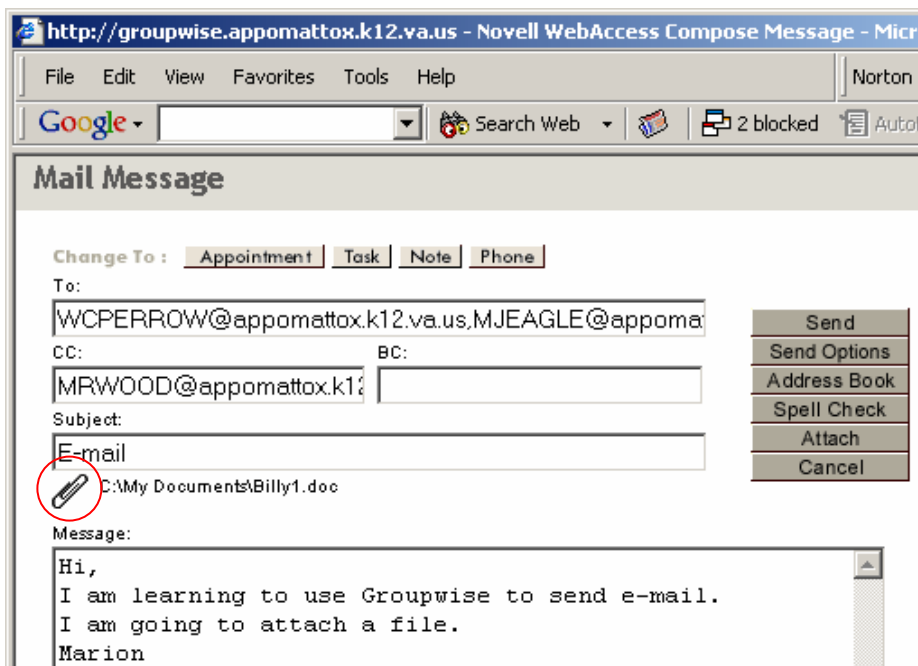
9. Browse to the file you want to attach. Most files are in your My Documents folder. Select the file. Click on *Open*. Click on *Add*.



10. Click *Add*. You will find the file under Attached Files.



11. Click *OK* to return to your mail.



12. Click *Send* to send your mail. Paper clip indicates file is attached.