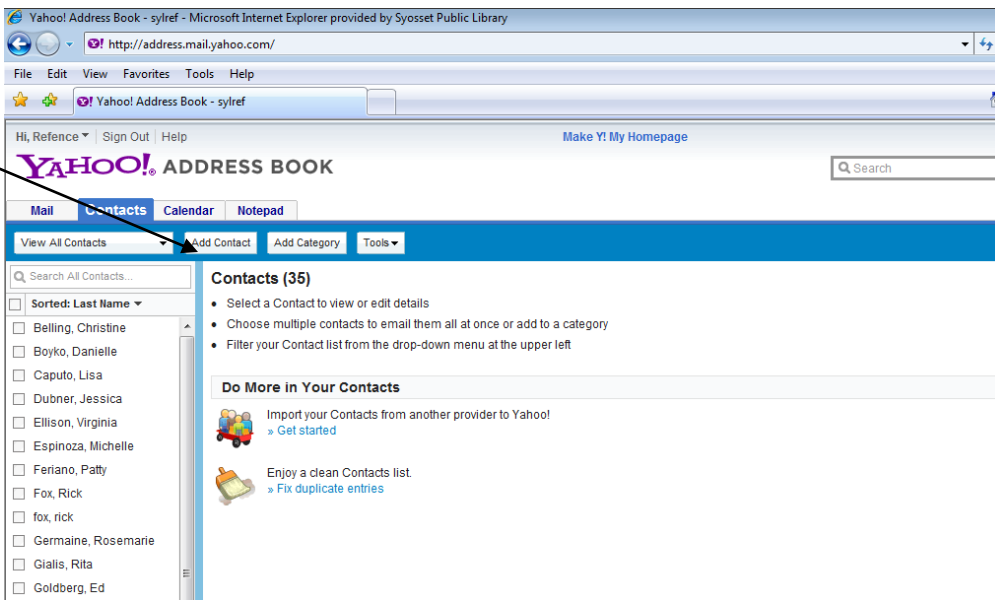


Introduction to E-mail (Part 2)

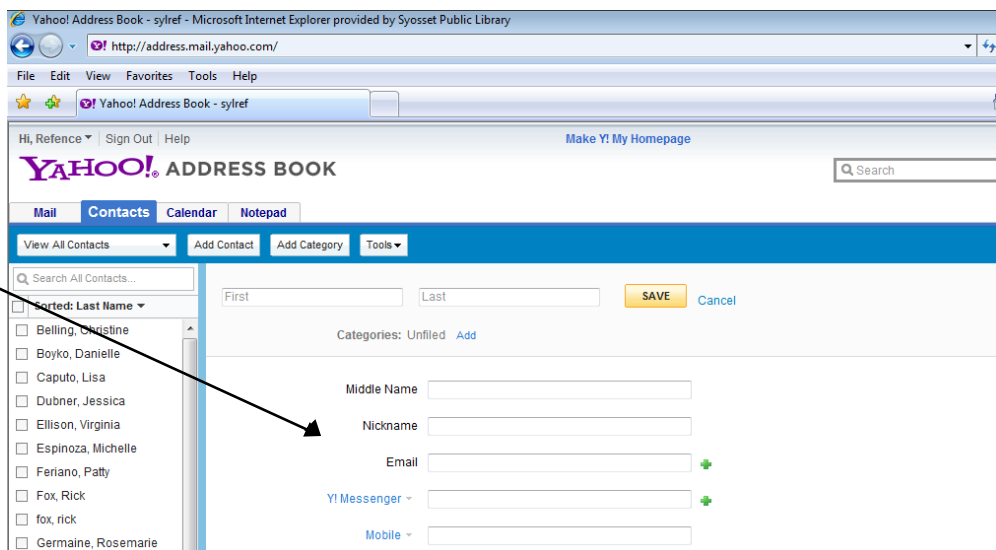
Address Book

The address book for your email is similar to your address and phone book. Both are a directory of names and addresses of your frequent contacts.



Creating an address book:

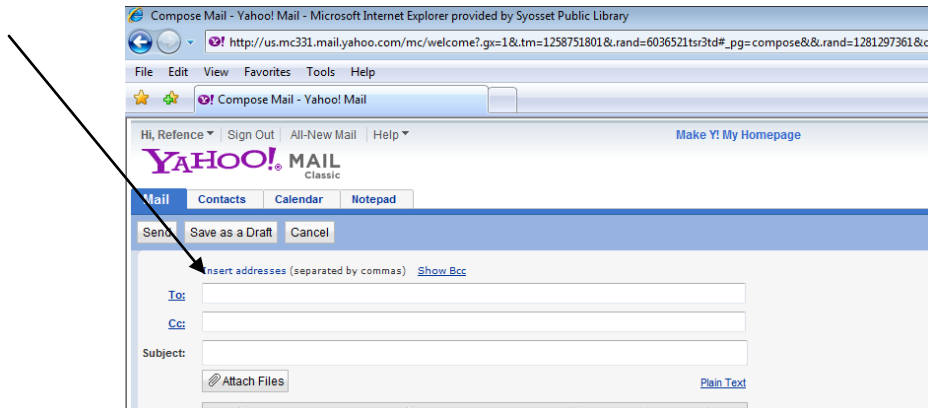
- Open your email account
- Click on **Contacts** tab
- Click on **Add Contact** (you need to know the person's email address)
- A new screen will appear



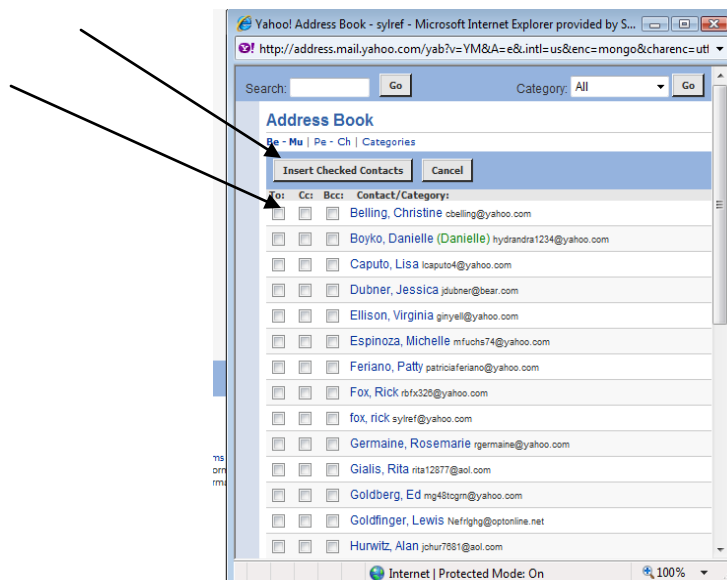
- Enter information (you don't need to complete the entire form)
- Save

Using your address book:

- When composing an email click on ***Insert addresses***



- Your list of contacts will appear



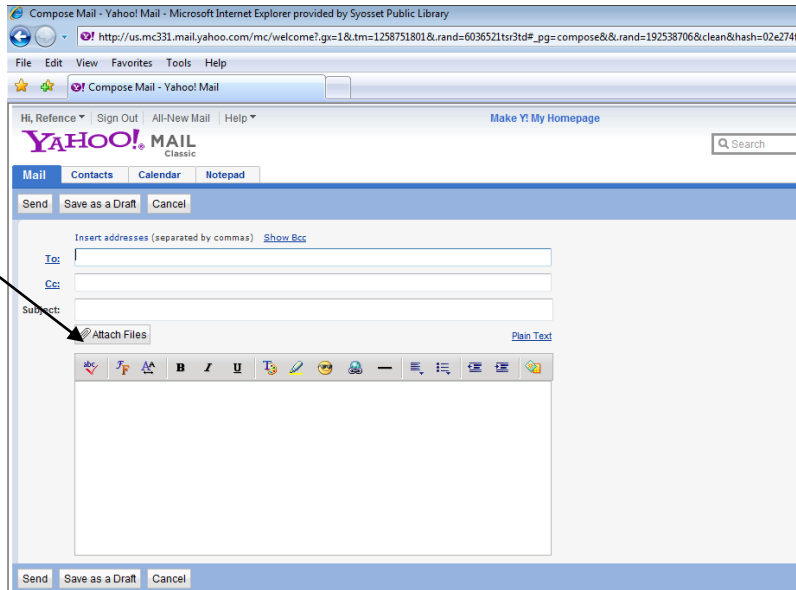
- Check off appropriate addressee(s) using boxes under ***To:*** column
- Click on ***Insert Checked Contacts***
- Addressee(s) will appear in the ***To:*** box

Attachments

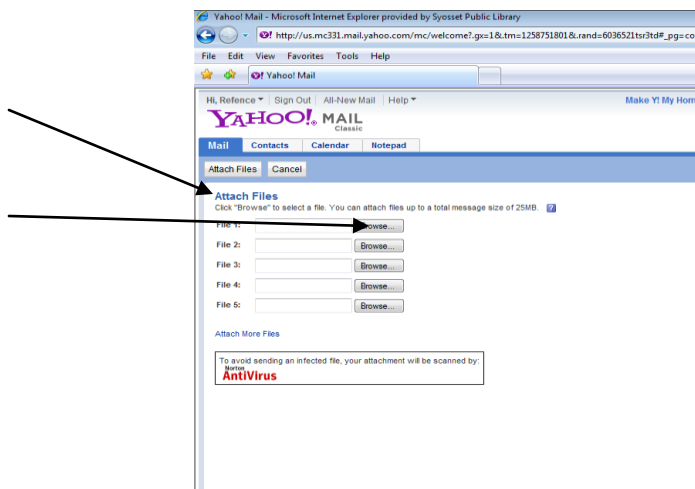
You can use your email to send word documents and/or photographs. **Any item to be sent in an email as an attachment must first be saved onto a disc , hard drive or the desktop of the computer you are using.**

Sending an attachment:

- Begin an email
- Click on **Attach Files**

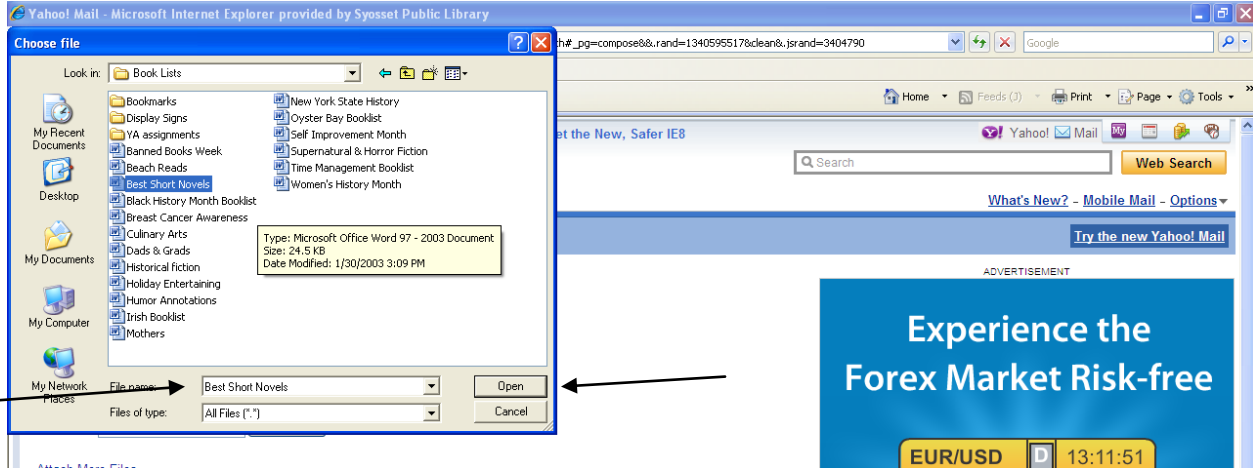


- Note that you can send more than one attachment with each email
- Click on **Browse**-you will get a list of files

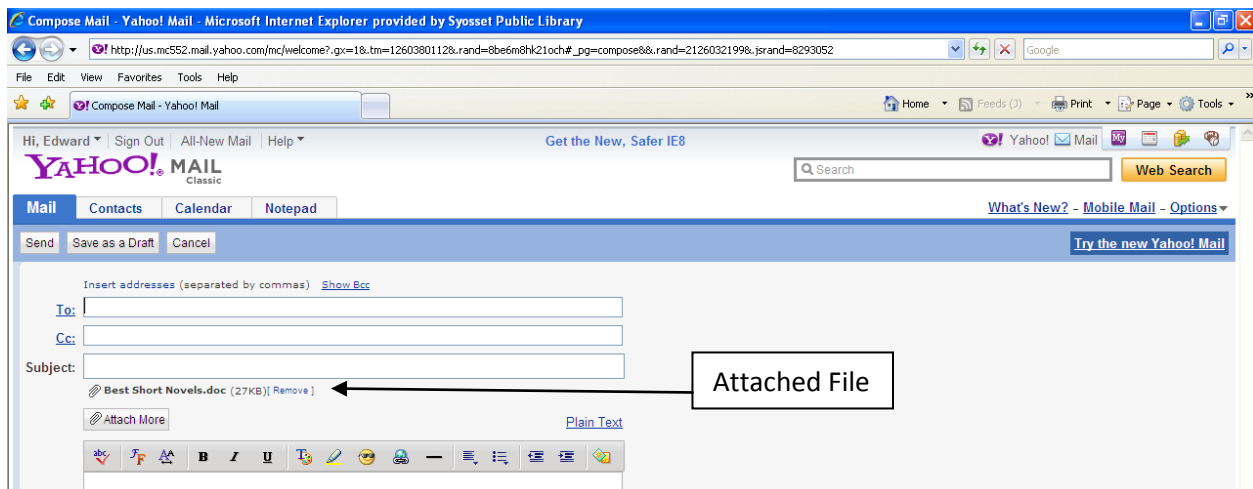


- Click on the appropriate file
 - It will appear next to File Name at the bottom

- Click on Open



-
- Click on **Attach Files** on the top part of the screen



The names of the attached files will appear under the Subject section.

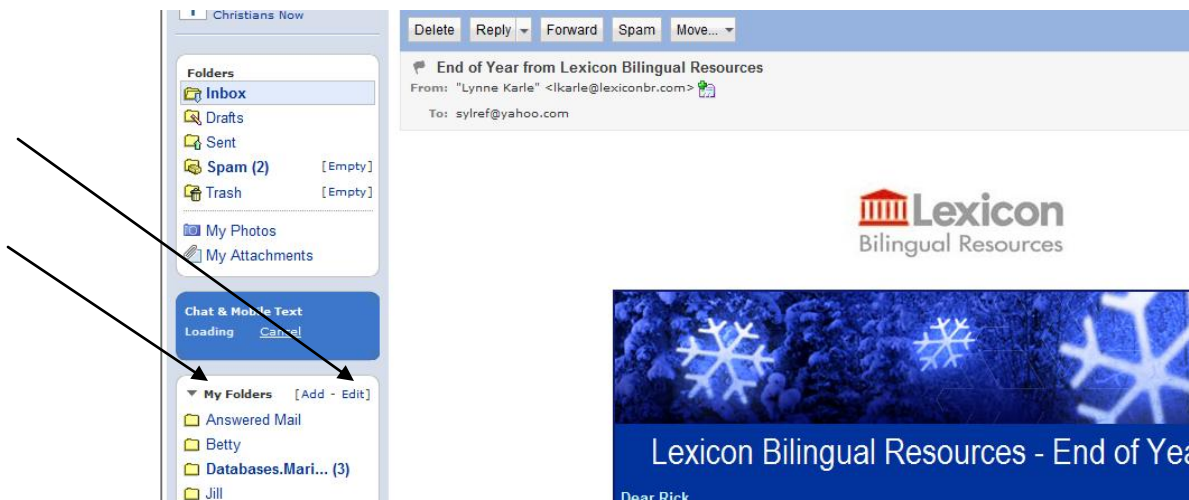
After you have attached one or more files, continue with your message. You will see the attachment listed under the subject line (the paperclip image indicates an attachment).

Folders

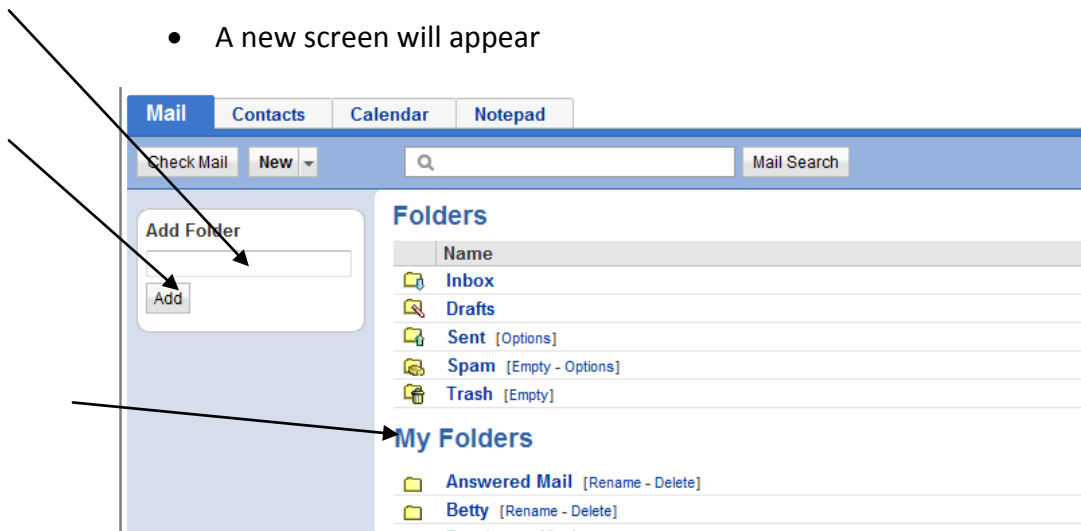
As you accumulate emails, you can save them in folders sorted by subject heading. On the left lower hand side note area titled **My Folders**.

To create a new folder:

- Click on Edit



- A new screen will appear



- Write the subject heading in the appropriate box
- Press Add
- This will create a new folder under the **My Folders** to the right of the box
- The new folder will be put in place alphabetically by subject.

To save an email to your folder

- Go back to your mail inbox
- Put a check in the box, next to the email you want to save
- Click on move and get the pull down menu
- Select the folder, by clicking on the subject heading
- Then the email will be put into the selected folder and will no longer appear in your mail inbox

