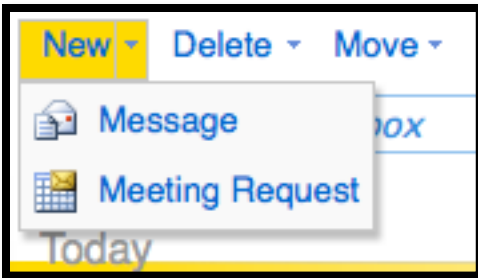
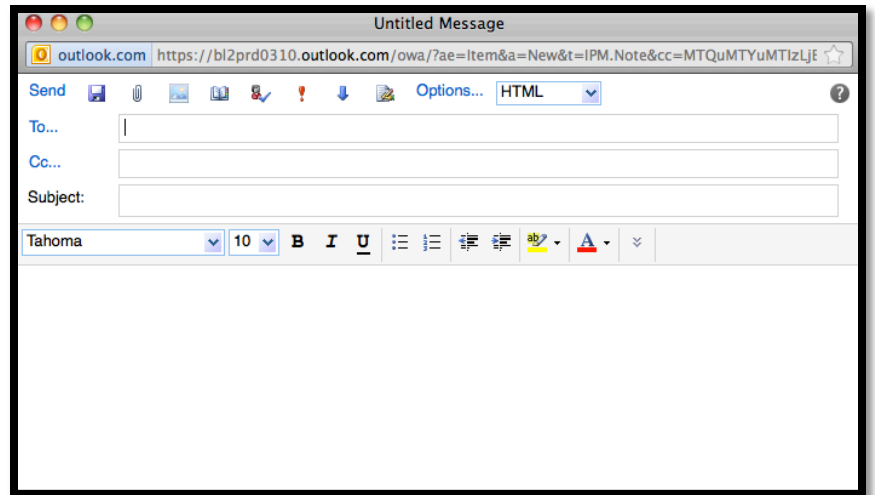


Sending Email Messages

To send a New Email Message, we first select the **New** link from the **Inbox** menu, and then select **Message** from the drop menu, as shown:



This selection will bring up the **New Message box**, where you can send messages to individuals or groups, copy to someone else or yourself, and add attachments, if desired.



Messages can be sent by typing an email address into the **To:** field on the top, or by choosing an email address from an **Address Book**, by selecting the book icon to access it.

You can copy any message to someone else or yourself by selecting the **CC..** field.

Attachments are included by selecting the **Paper Clip** icon, and then navigating to a file location.

Live Address Book

When you click the **To:** field on the new message screen, the **Address Book** will display on the screen.

