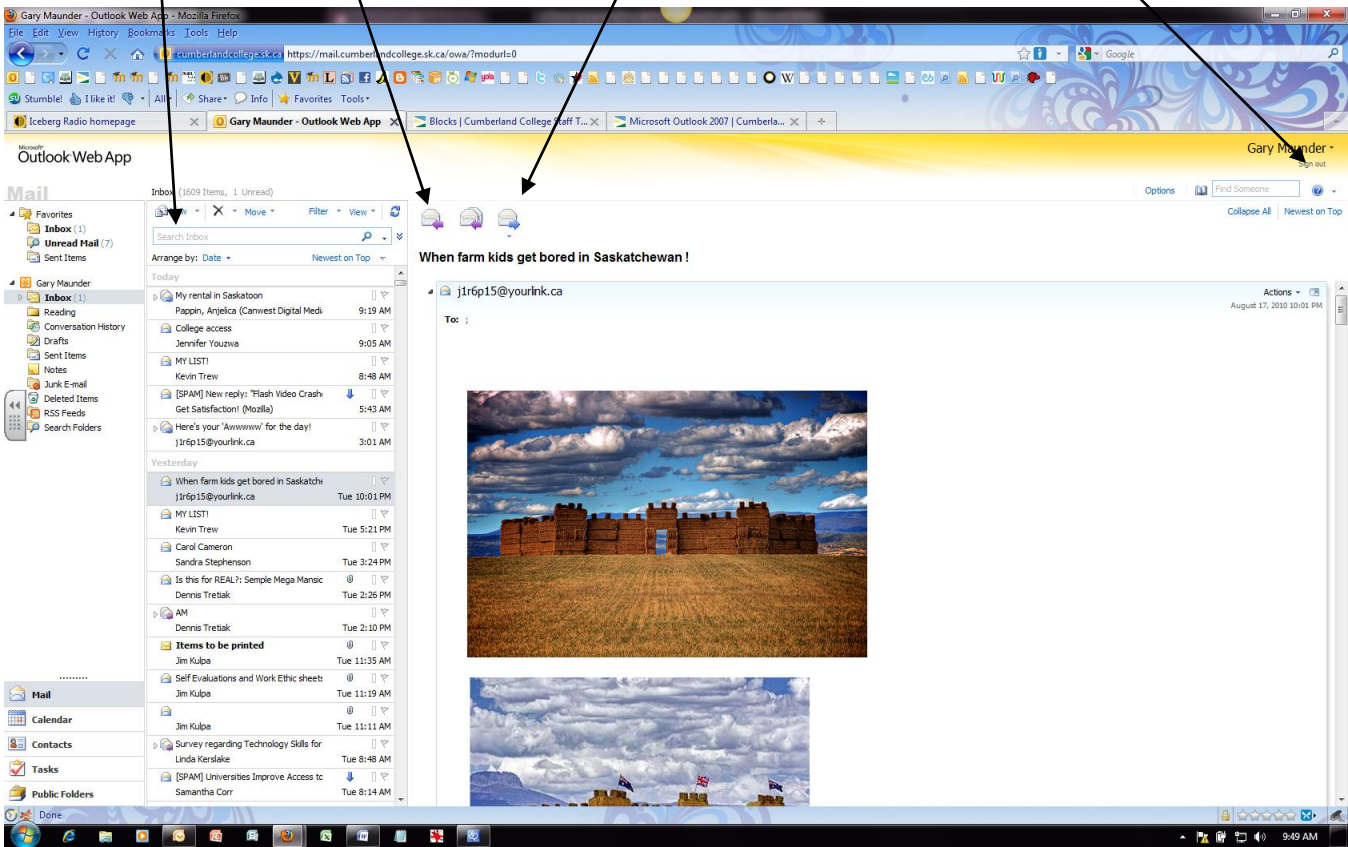


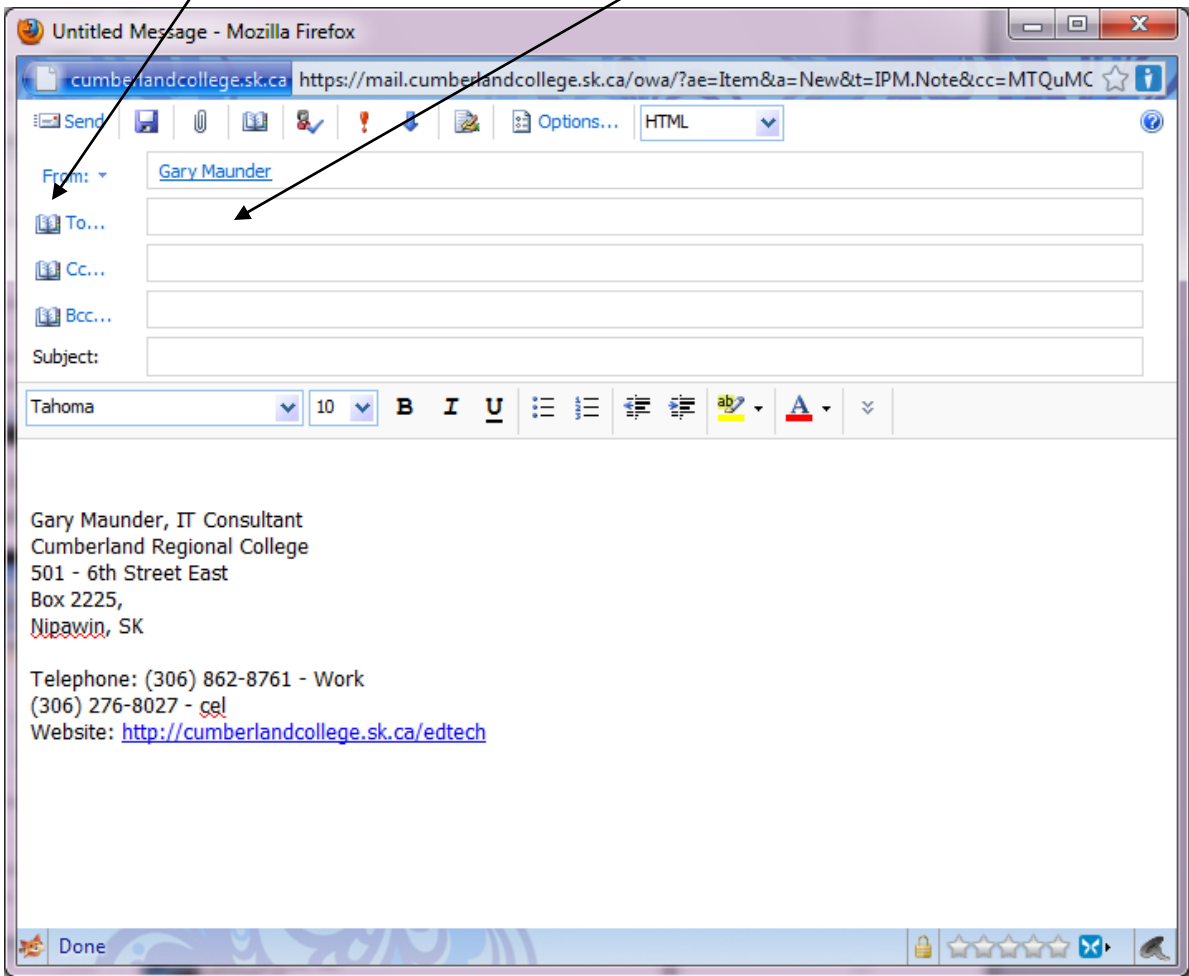
# HOW TO COMPOSE AN EMAIL MESSAGE

After you have logged in, you will see this page. The most important features are here:

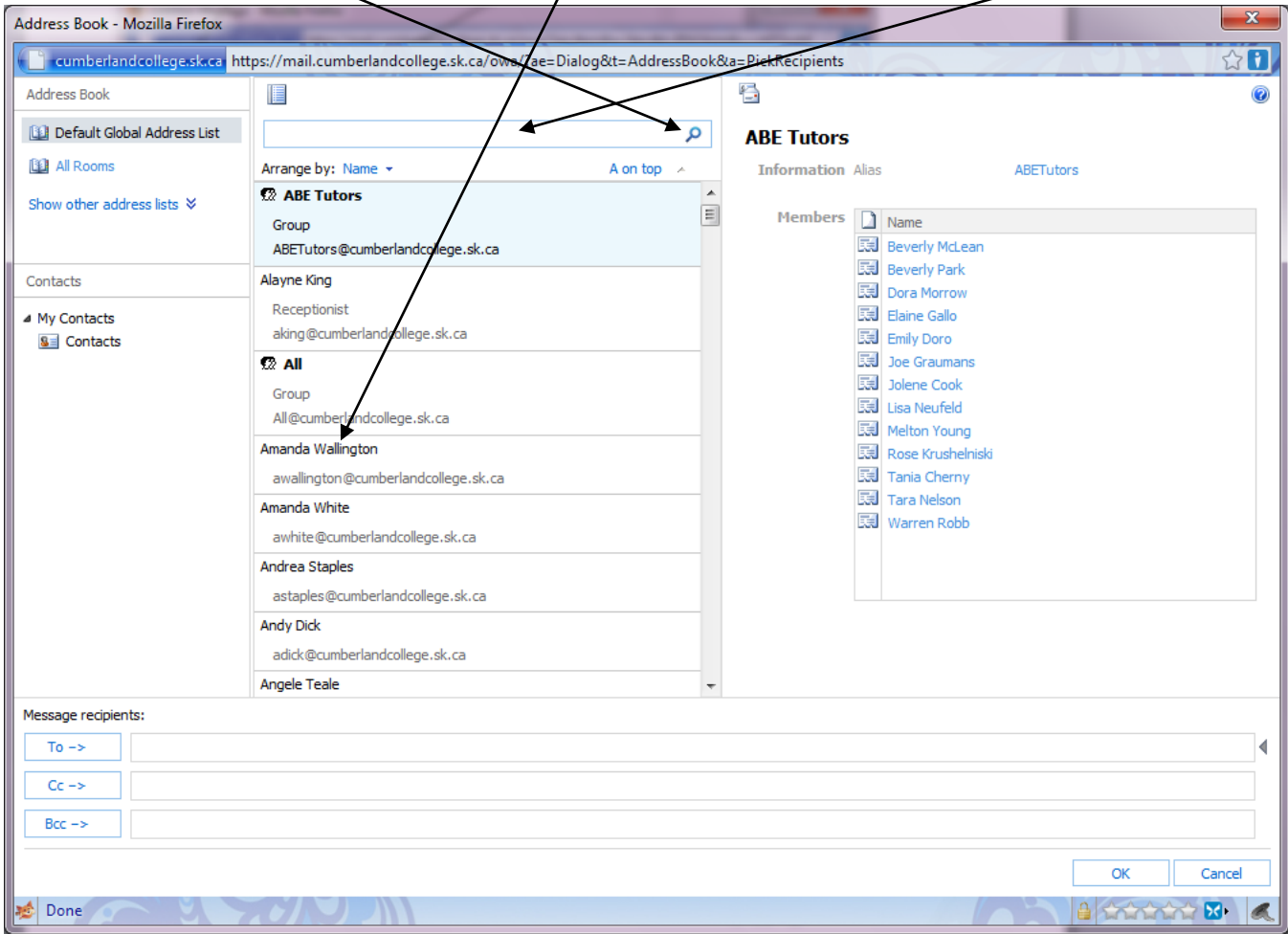
Compose NEW mail. REPLY to a message. FORWARD a message to someone else. SIGN OUT when you are done. Let's click NEW and compose a new message.



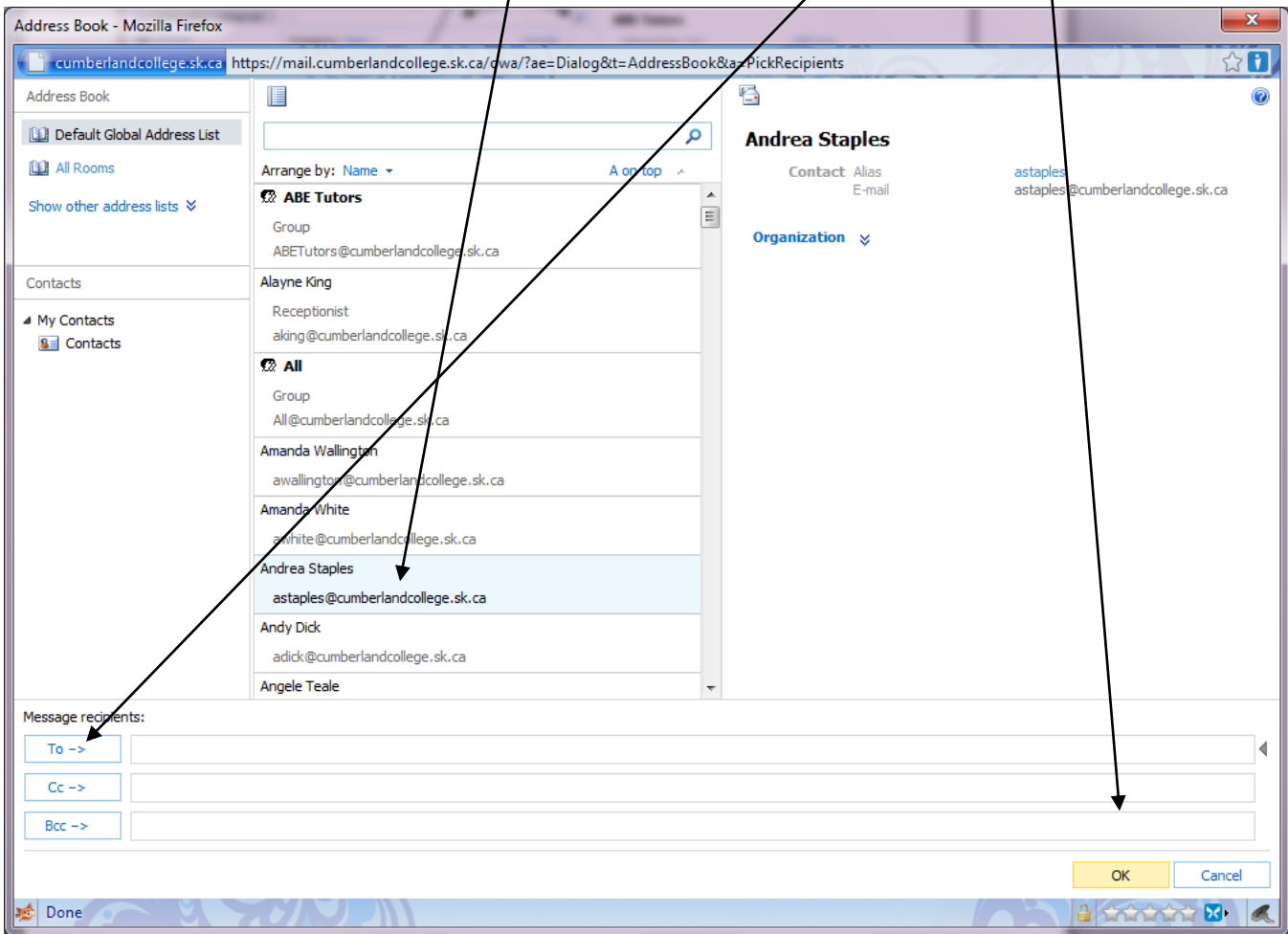
You will see this screen. It is waiting for you to enter the email address of the person to whom you wish to send the message. If you know it, type it in here. If you have saved the address in your address book, click the small book icon and it will open up to let you choose the correct address.



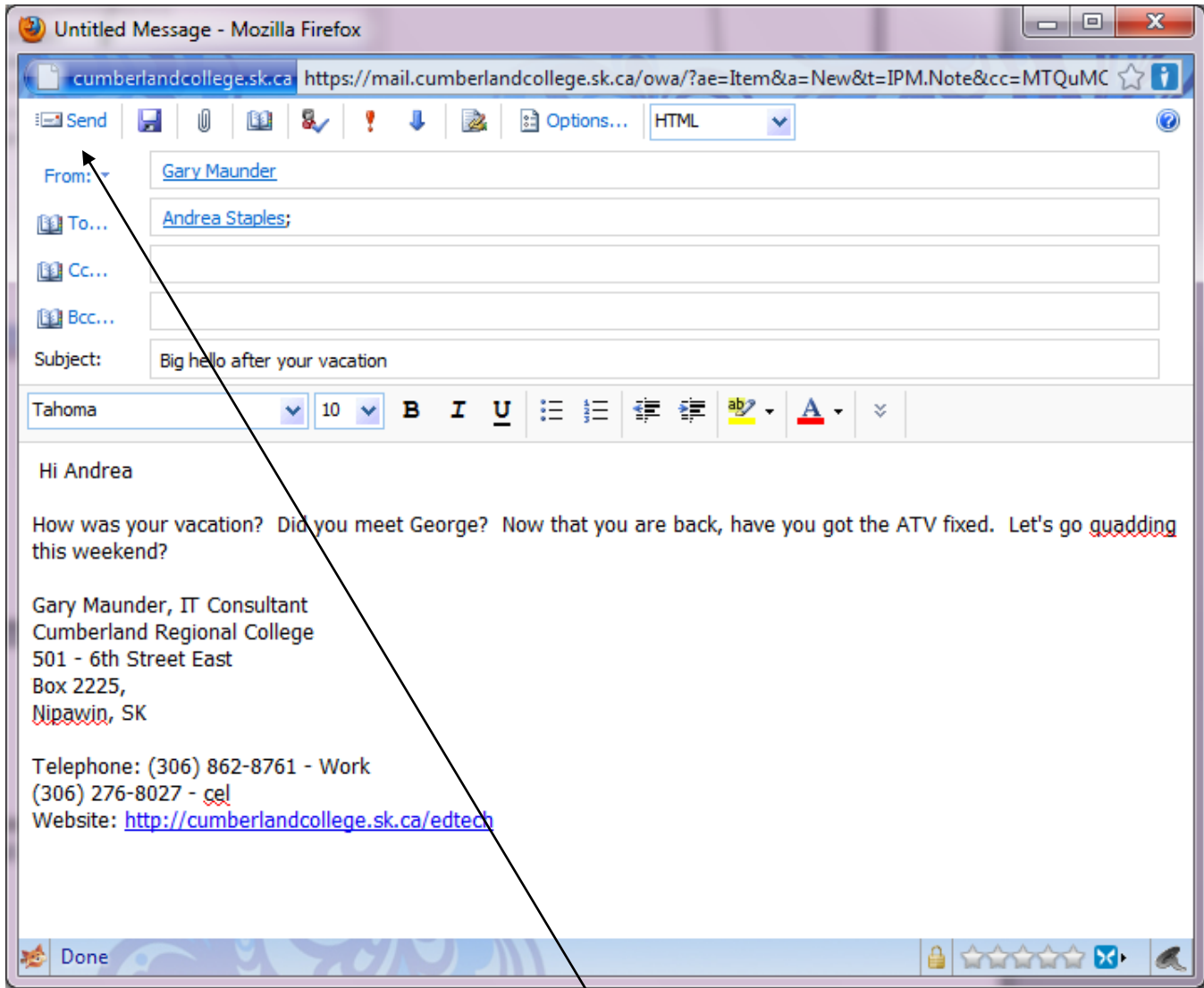
Here is the Address Book. Click on the address you would like OR search for a name by typing it in here and then clicking the magnifying glass.



Once you have located your address, click on it once and then click the TO: and choose OK (or just double click it)



Now you can type a subject for the message, then click in the next panel and type your message. Notice that you can change fonts and include such things as BOLD, UNDERLINE and ITALICS here.



When you are done click send. That's all there is to it.