

USING EMAIL

- 1) Log on as INTERNET.
- 2) Double-click on Outlook Express



Outlook Express

To Read Email:



Send/Recv

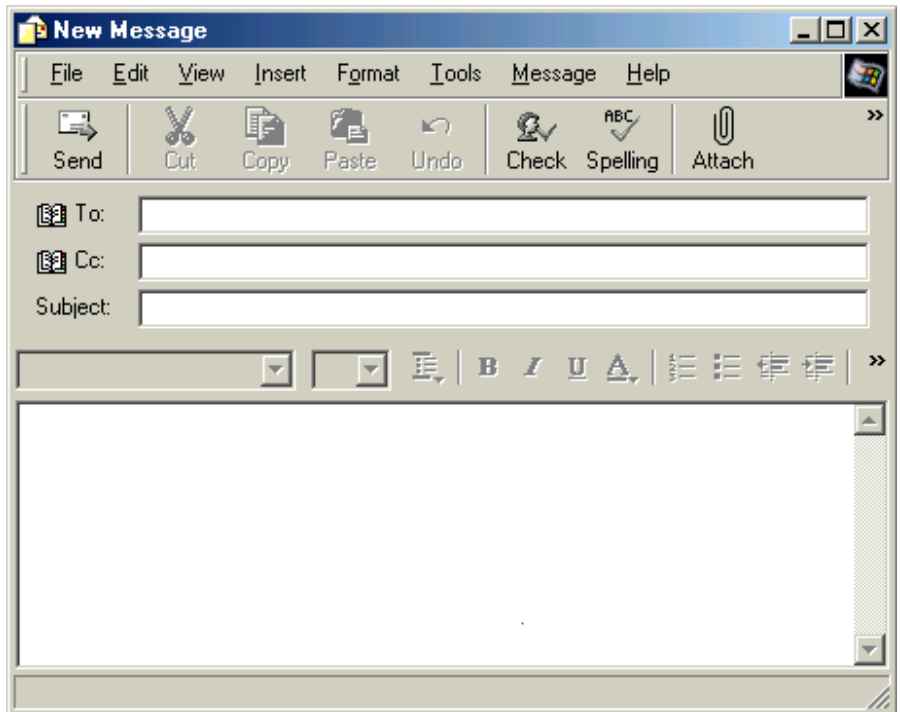
Click on Send/Recv to check for new email. If you have email, click on the title of the email (in the top part of the screen). The message will appear at the bottom.



New Mail

To Send a New Email:

First, click on New Mail. Now, type an email address in the **To:** box. Put a subject in the **Subject:** box, and then type your message in the large box at the bottom. When you have finished typing it, click on Send. Then click on Send/Recv.



Send



Send/Recv

To Reply to an Email:



Reply

Click on the title of an email. Now, click on Reply. Type your email, then click on Send. Now, click on Send / Receive.