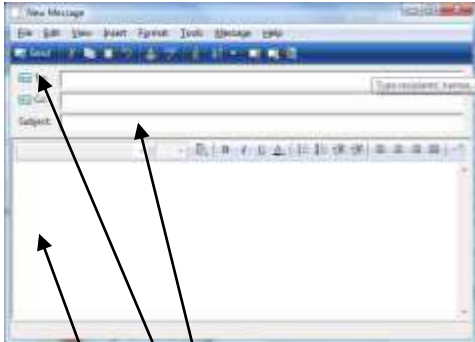


Creating emails in Windows Vista – Windows Mail.

Open windows Mail and click on Create Mail button.



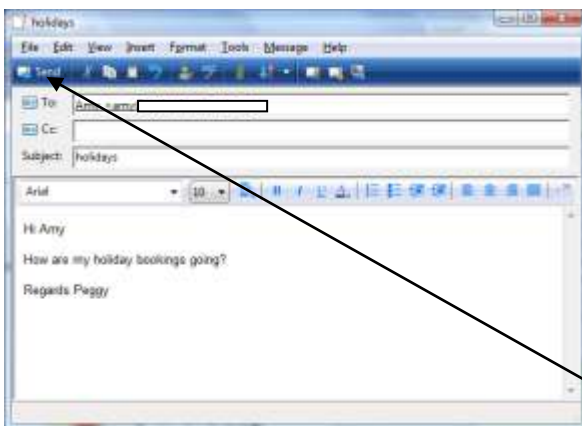
A new message box will open.



Click in the To: line and type the email address of the person you wish to send to.

Click in the Subject: line and type the subject of your message.

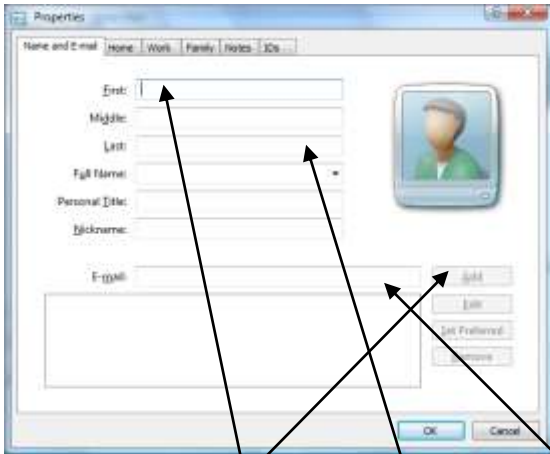
Click in the typing area and type your message.



When you have finished typing the message Click on the Send button.

The message will be transferred to the Outbox. You must be Online for the message to be sent to the recipient. If you are Online the message will go automatically. Otherwise connect to the Internet and then - Click Send/Receive in the toolbar.





Fill in the details First Name, Last Name, Email and any other information you wish to retain.

Click the Add button

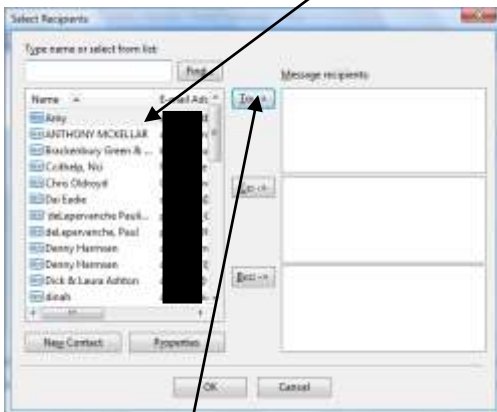
Click O.K.

When you wish to send an email to a person whose email address you have entered in the Contacts list follow these instructions:

Open Windows Mail.

Click create Mail.

Click on the To: line – a list of email addresses you have entered in your Contacts list will appear



Click on the persons name you wish to email.

Click on the To: button – under message recipients – the name only will appear in the box.

Click OK.

You can now continue with your email. This saves writing the email address every time you send to that person, and also avoids mistakes in the address.