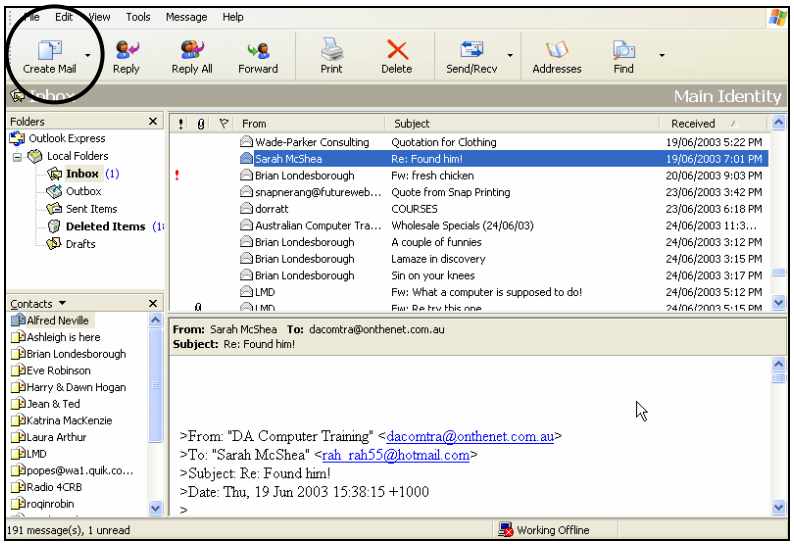
HOW TO SEND AN E-MAIL

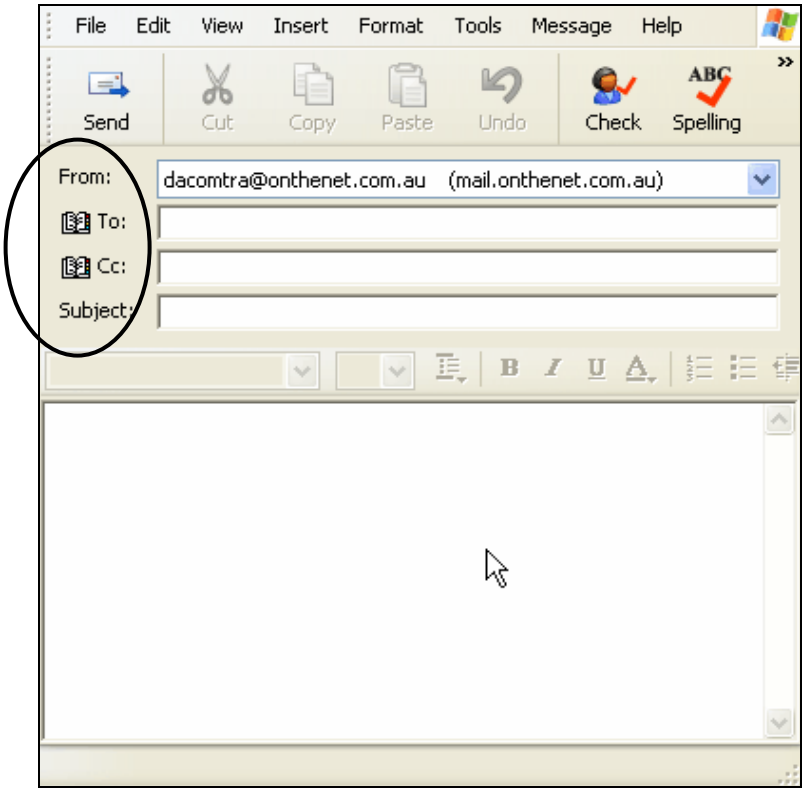
1. Open ‘Outlook Express’ following the instructions at the beginning of this booklet.

2. Move the mouse over ‘Create Mail’ located in the top left hand corner of the screen and click once with the left mouse button. (see circled area figure g.)



(figure g.)

3. The ‘New Message’ window will appear on the screen. (see figure h.)



(figure h.).

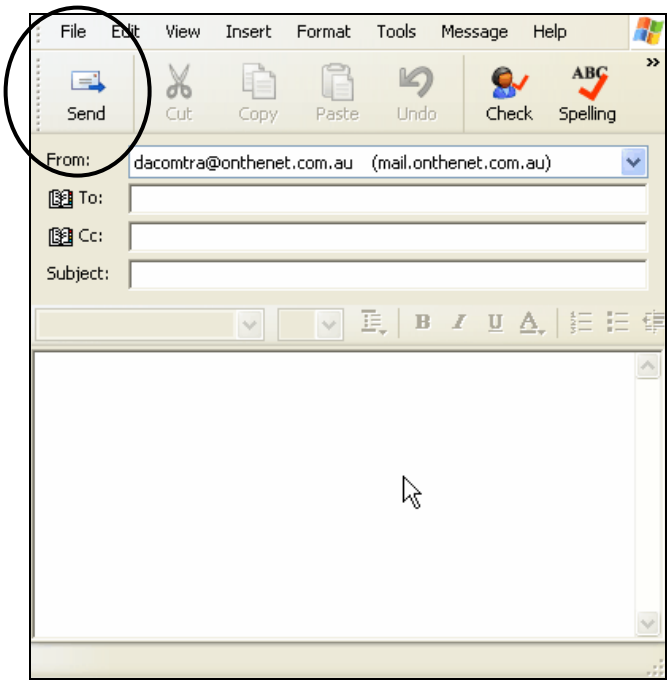
4. There should be a small vertical line (the cursor) flashing in the white box next to 'To:' in the window. (see circled area figure h.) Type in the e-mail address of the person that you are sending a letter to and it will appear in the white box. NOTE: if the cursor is not in this box, move the mouse into the box and click once with the left mouse button.

5. Tap the 'Tab' button on your keyboard to move the cursor to the next box. This box has 'Cc:' written beside it. This stands for Carbon Copy and you only need to type something in this box if you are sending a copy of the e-mail to an additional person. If this is the case, you need to type their email address into this box.

6. Tap the 'Tab' key on your keyboard to move the cursor to the next box. This is where you type in the subject of the email. EG: Just Saying Hello.

7. Press the 'Tab' button on your keyboard to take you to the large white box. This is where you type in your letter. Don't worry that the box is too small to write your letter into, it will adjust to fit your letter, no matter how long it is.

8. When you have finished typing your letter, click on send located in the top left hand corner of the window. (see circled area figure i.)



(figure i.)

9. The window that you typed your message into will disappear from the screen. It has gone into the 'Outbox' and from there, it will be sent to the person that you wrote the email to.