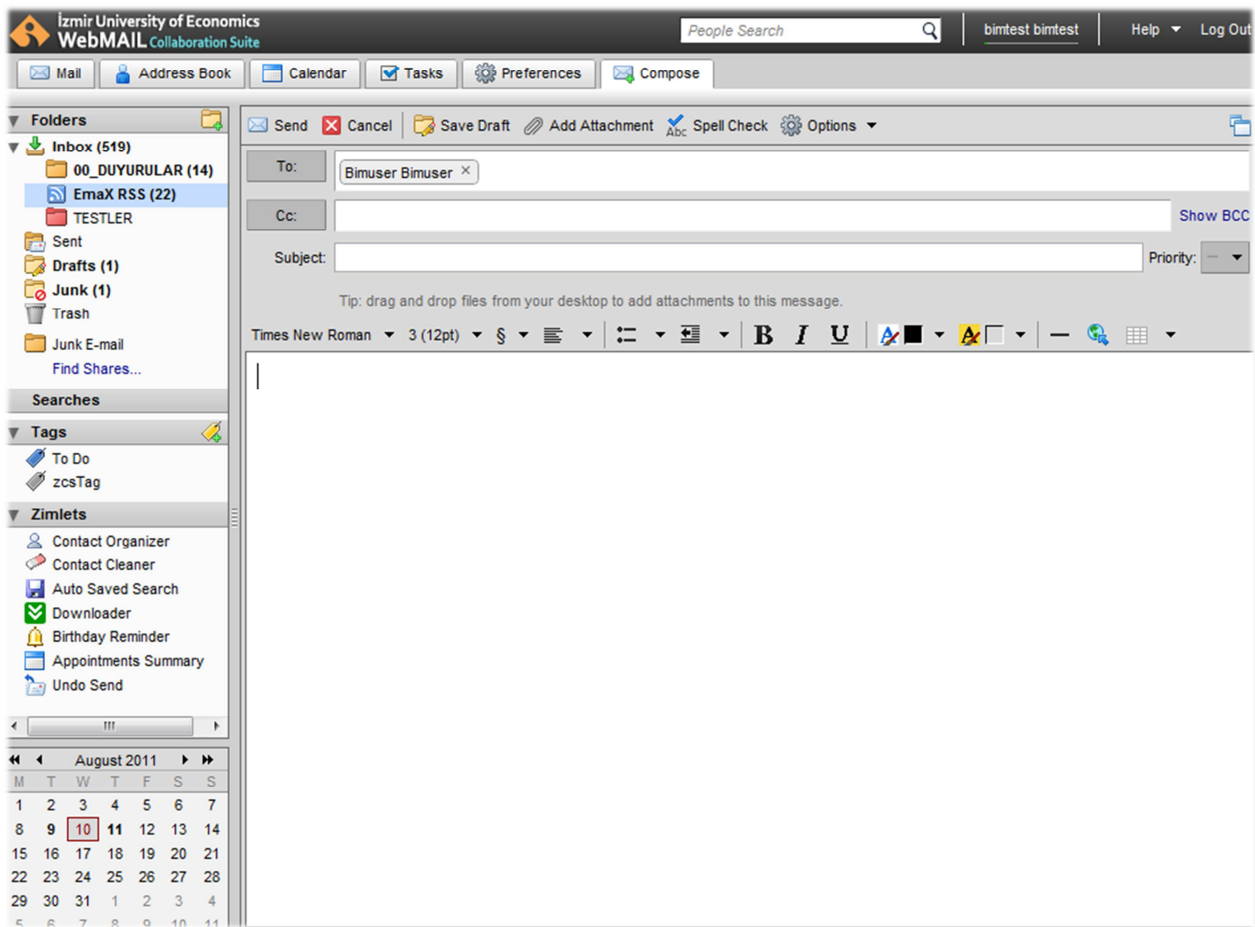


## HOW CAN I SEND E-MAIL?



- ✓ You can access new e-mail window;
  - Clicking the New button at Mail tab or,
  - Using the N+ M key combination at WebMail Collaboration Suite.
- ✓ You can easily do many thing help of toolbar at new e-mail window.
- ✓ Enter e-mail address to which you want to send e-mail to **To** field.
  - WebMail Collaboration Suite will automatically complete e-mail address if it exists in global address books, personal address books or shared address books.
  - Autocomplete is also active for Cc and Bcc fields.
  - After writing each complete e-mail address, it is shown as block. If you want to send e-mail to more than one person just keep writing e-mail address. You can send an e-mail **maximum 500 person at same time** according to security and performance criterions.
- ✓ E-mail will also send person whose e-mail addresses has been written to Cc field and person can see that this e-mail has been sent to To and Cc field persons.
- ✓ E-mail will also send person whose e-mail addresses has been written to Bcc field but person could not see Bcc e-mail receivers.

- ✓ Enter the e-mail subject to Subject field. Subject has very important role to easily classify and understand the e-mails.
- ✓ Write your e-mail to textbox located below the Subject field. You can format the e-mail HTML or text with the help of toolbar **Options** menu **Format As HTML**. When you click the Format As HTML, your e-mail will be interpreted as HTML format and thanks to that you can add tables, format your text and so on.
- ✓ You can save e-mail to **Drafts** folder with **Save Draft** button.
- ✓ You can attach files to e-mail with the following steps;
  - You can choose files you want to attach e-mail, with **Add Attachment** icon at new e-mail window.
  - You can also drag and drop your files to WebMail Collaboration Suite to attach files to e-mail.
  - **Max attachment size is defined as 10MB according to security and performance criterions.**
- ✓ You can also attach e-mails, address book Contacts to an e-mail as attachment with **Mail** and **Contacts** tab of **Add Attachment** window.
- ✓ You can define e-mail priority level as High, Normal or Low at **Priority** combobox.
- ✓ Click to **Send** button to send e-mail.
- ✓ Each e-mail you sent is hold at **Sent** folder until you delete it.