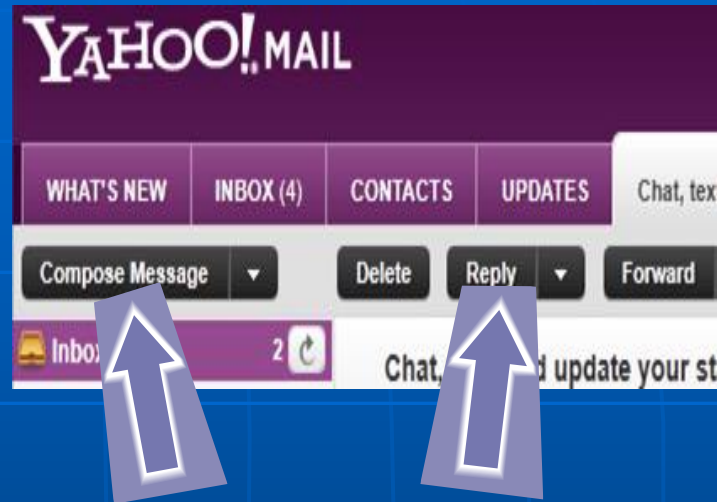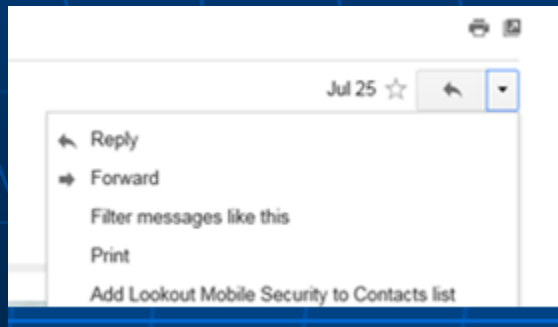# Sending or replying to an e-mail

To start a new

e-mail, click on the **New** or **Compose** button. (Icon)

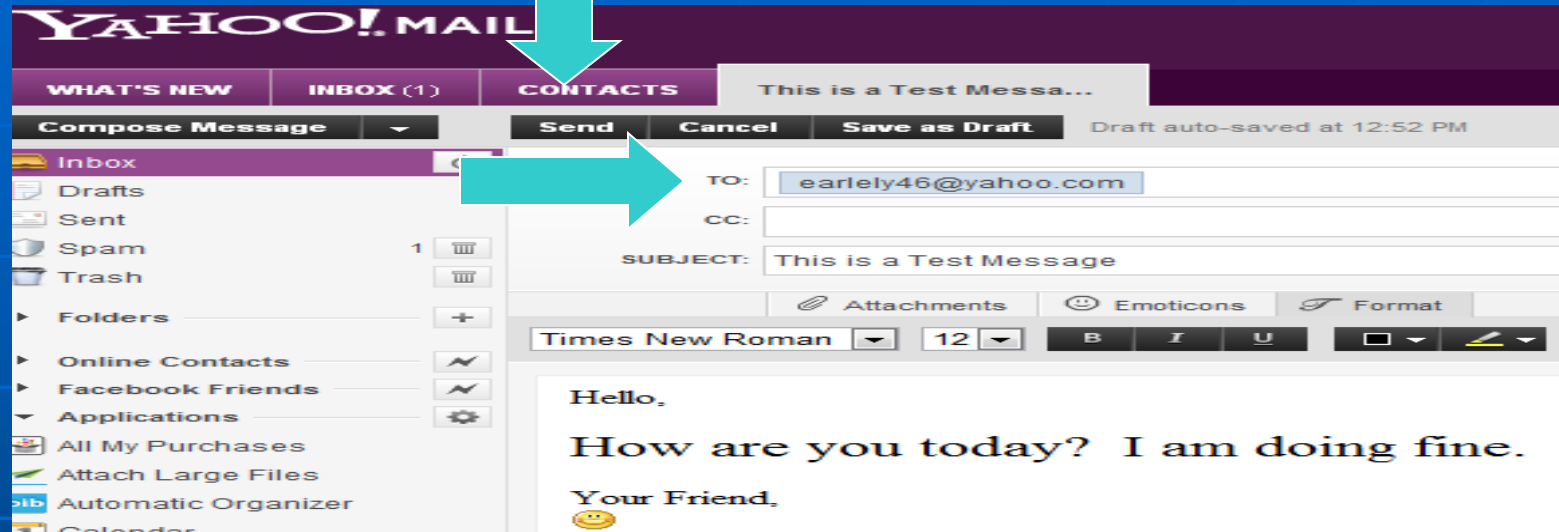- To reply, click on **Reply** button. A new window will pop-up. Do not reply to spam mail!

To Reply from Gmail

New e-mail or reply from Outlook/Hotmail

Sending an e-mail

- Type the receiver's e-mail address in the **TO** field. If you want to send a copy to someone else, type their address in the **CC** field. Type the subject of the message in the **SUBJECT** field. Type your message in the large box then click on the **SEND** button.