

SEND Bcc (BLIND CARBON COPY)

1. Click on "New Mail."
2. Address the email to yourself.
3. Click on the CC: button on the next line
4. Cursor appears in "Type name of select from list."
5. Click on the "Bcc:" button.
6. Click "OK" button.
7. Type a Subject and the message.
8. Type the text.
9. Click on the Send button.

SAVE AN ATTACHMENT

1. RIGHT-click on the attachment's title.
2. In the drop-down window, select "Save as..."
3. Save to the appropriate folder:
 - ★ If it's a document, save it into "My Documents."
 - ★ If it's a graphic, save it into "My Pictures."
 - ★ If it's a video, save it into "My Videos."
4. Click on the "Save" button.
5. To open a document saved through the process above, select Start > My Documents to go to the file and double-click to open it.

SEND AN ATTACHMENT

1. Create message.
2. Left-click on "Attach" button.
3. Maneuver to a file you want to attach.
4. Left-click on the file's icon.
5. Left-click on "Attach" button.
6. A new line "Attach:" listing the attachment name and size.
7. Click on "Send" button.

