

Outlook Express

SEND EXCELNET NEWS LINK

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QUESTION: How can I send an article from your latest *ExcelNet News*?

ANSWER: Here's how:

1. On the *ExcelNet News* site, Left-click on the article you want to send *via* email (Figure 1).



Figure 1

2. Copy the Web link (Figure 2):

- ❶ RIGHT-click on the Address.
- ❷ Left-click on "Copy" option.

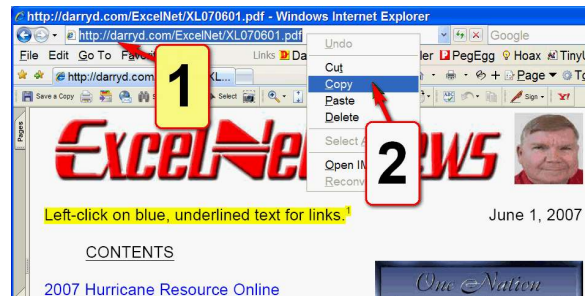


Figure 2

3. Paste the Address (Figure 3):

- ❶ Left-click where you want the link to appear.
- ❷ Left-click on "Edit" from the MenuBar.
- ❸ Left-click on "Paste" from the drop-down.



Figure 3