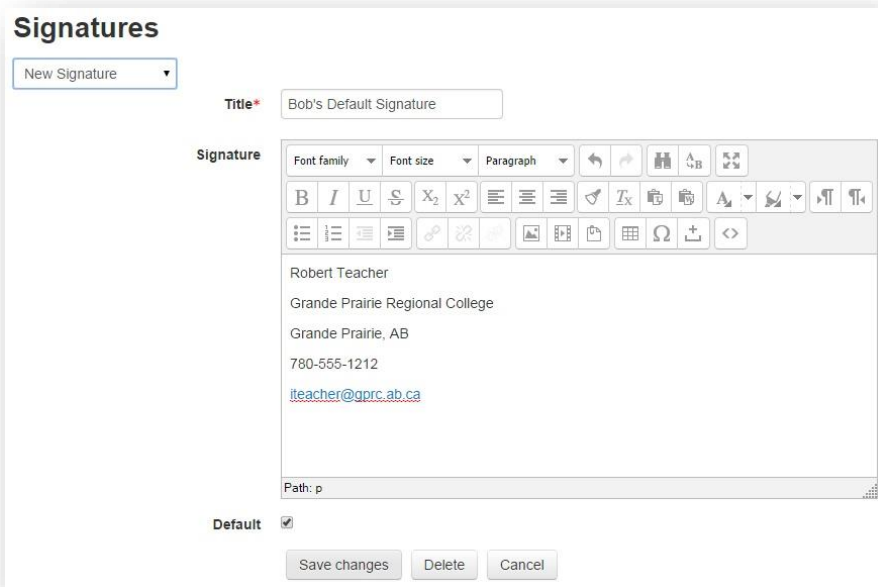


Sending Email with Quickmail



Using Quickmail

To create a signature to include in future emails:

1. Click Signatures in the Quickmail block. A Signatures page will open where you can create your signature file.
2. Put a recognizable name for your signature file in the Title box.
3. Type your signature as you prefer it into the Message box. The editing tools at the top of

the Message box will allow you to customize fonts & styles, add pictures & clickable hyperlinks, etc.

4. Click the Default checkbox if you want this signature file to be added as your default signature to all emails you send from Quickmail.

To send an email

1. Click Compose New Email in the Quickmail block. A Quickmail page will open where you can create your message.
2. Click Compose New Email in the Quickmail block. A Quickmail page will open where you can create your message.
3. Drag any files you want to include in the email into the Attachment(s) box.
4. Fill in the Subject box.
5. Enter your message in the Message box.
6. Select a signature from the Signature gadget if desired. If you have not created and saved a signature yet then “No Signature” will appear in the gadget. You can still type in a signature in the bottom of the Message box.
7. Click the Send Email button when you are ready to send your message and/or attachments.

