

Table of Contents

EXPANDING AND COLLAPSING YOUR FOLDERS _____	1
WRITING YOUR FIRST E-MAIL MESSAGE _____	1
SAVE AS DRAFT _____	2
RETRIEVING A DRAFT MESSAGE _____	2
READING MESSAGE _____	3
REPLYING TO MESSAGES _____	4
REPLY ALL _____	4
RETURN RECEIPT _____	5
DELIVERY STATUS NOTIFICATION _____	5
FORWARDING MESSAGES _____	5
DELETING MESSAGES _____	6
REPORTING A MESSAGE AS SPAM (JUNK) _____	6
CC AND BCC _____	10
MAKING PERSONAL FOLDERS _____	11
MOVING A MESSAGE TO A PERSONAL FOLDER _____	12
DELETING A PERSONAL FOLDER _____	12
SPELL CHECK _____	13
SPELL CHECK BEFORE SENDING _____	14
CHANGING THE E-MAIL FONT _____	14
EMPTYING DELETED ITEMS FOLDER _____	20
CREATING AN ATTACHMENT _____	20
RECEIVING AN ATTACHMENT _____	22
SAVING AN ATTACHMENT _____	22
ADDING A CONTACT _____	26
COMPOSING TO SOMEONE IN THE ADDRESS BOOK _____	27
DELETING A CONTACT _____	28