

AOL MAIL BASIC VERSION

2011

Compose Email

1. Sign in using your User name and password, then scroll to the bottom of the page and click the Basic Version link.
2. Above your in box, click **Compose Mail** to open a new message.
3. In the **TO** box, type the email address of the person to whom you want to send the email. If you want to send the same email to multiple recipients, separate the email addresses with commas.

Notes: If you want to Cc or Bcc someone, click the Cc or Bcc link, and then type their email address in the appropriate box. If you are sending an email to an AOL user, you can just enter their User name in the To: Cc: or Bcc boxes.

4. In the Subject box, type the subject of your email.
5. Type your message in the large text box.
6. Attach any files that you wish to include with the email by clicking the Browse button next to the attachment box.
7. Click SEND.

Reply to Email

Replying to an email allows you to send a response back to the sender of the message. When you reply to an email, you can also send the reply to other people by adding their addresses to the TO, Cc or Bcc boxes. You can edit any text in the message you want.

NOTE: When you reply to a message that has attachments, the files attached to the original messages are not attached to your reply. If you want your reply to include these attachments, you must add them to your email before you send it.

1. Click the email you'd like to reply to and then click the **Reply** or **Reply All** button. NOTE: Clicking the Reply option will send your reply only to the person who sent you the email. Clicking the Reply All option will send your reply to everyone who received the email, including people who are listed in the Cc and Bcc boxes. You can add new people to your reply by adding their email address in the To: Cc or Bcc boxes.
2. Type your reply message in the large text box.
3. In the upper left, click Send.

Forwarded Email

When you forward a message that has attachments, the files attached to the original message are automatically attached to your forwarded message. If you don't want your forwarded message to include these attachments, you need to remove them before sending your message.

1. Click the email you'd like to forward, and then click the **Forward** button.
2. In the To box, type the email address of the person you want to forward the email. If you

want to send the same message to more than one recipient, separate the email addresses with commas.

3. If you want to add anything to the forwarded message, type your message in the large message box.
4. In the upper left, click Send.

Print Email

You can print one or more of your emails.

1. Click the message you'd like to open.
2. Above the message, click the **Actions drop-down menu** and then click **Print Messages**.
3. To the right of the Actions drop-down menu, click **Go**.
4. In the Print window that appears, choose your printing preferences, and then click **Print**.