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Messages

- **Read** Go to your Inbox and double click on the message you want to read.

- **Reply** After reading a message, click on the Reply button to reply to the sender.

- **Reply to All** After reading a message, click on the Reply to All button reply to all receivers of the message. Be careful with this one.

- **Forward** After reading a message, forward the message to someone else by clicking the Forward button. This will forward a copy of the message to the address you type in the TO: line.

- **Create** Click on the New button or Compose button to create a new email. A blank email form will appear with a **TO: CC: SUBJECT**: and blank **MESSAGE** areas to be filled in.

- **Send** Create a new message (above), then click the SEND button.

- **Save or Save As** Some, but not all, web email providers allow you to Save a message. If you have the capability, there will be a Save and/or a Save As button on the screen or under a menu. Click this button, select a location on your computer and Save the message.

- **Print** Select or Open the message you want to print and click on the 'printer icon' on the toolbar or click on File, Print on the menu bar.

A NOTE on using the "CC" and "BCC:" line on messages:

Every email message form includes a TO: line, a SUBJECT line and a MESSAGE text area. It's obvious what you use these lines for, but there is also a CC: line and a BCC: line.

The CC: line stands for “carbon copy” from the typewriter days, meaning that the recipient in the CC: line is receiving the message on a “for your information” basis and that he is being informed of the message that is being sent from the sender to the recipient.

The BCC: line stands for “blind carbon copy” and means that the recipients listed on that line will receive the message without knowing who else received it. It is ‘blind’ to all who receive it. The receivers will think they are the only one who received the message.
Why? See the next page …
WHY WOULD YOU USE THE BCC LINE?

- It is a good idea to use the BCC line when you are forwarding a message, esp. if to more than one person because the ‘spammers’ cannot track email addresses on this line.

- It is a good idea to use the BCC line INSTEAD of the TO: line when sending a message to more than one person because, again, the “spammers” cannot track email addresses on this line.

- If you want each person to feel they are the only one receiving the message. Maybe it’s a personal thank you note and you want each person to feel you are addressing them personally.

- Or, if you have a personal reason to keep the person you are sending the message TO: to not know who else is seeing the message.

Undisclosed Recipients: is an example of this method. (see handout)

Attachments

- **Attach a file or photo to a message** Create or Compose a message with the recipient(s), subject and message, then click on the Paperclip icon.

In the dialog box that opens, click the BROWSE button, then locate the file or photo you want to attach and click on OPEN. You will be returned to your email message and the file name that you are attaching will be shown next to the paperclip. There are some considerations for sending a file – most important is the file size. You should never send a large file to a recipient who has a dial-up connection. Never send a photo or image file with the file extension “.bmp” .

- **Open an attachment** Double click on a the attachment to open it. A program on your computer will be launched to open the attachment. For example, if the attachment is a Word document, it will launched Microsoft Word to open it. Or, if the attachment is a spreadsheet, Microsoft Excel will be launched to open it. You do not have to do anything --, the computer will do it for you. It identifies what program will be launched by the file extension of the attachment. (e.g. files with extensions .doc or .txt will launch MS Word and files with extension .xls will launch MS Excel, etc.) Photos or images will use a program on your computer to display the attachment.

- **Forward an attachment** With the message open, click the Forward button, fill in the TO or BCC lines with the recipient addresses and click Send.

- **Save an attachment** With the message that has the attachment open, click the Save or Save As button, click on Browse, select the location to save the attachment and click Save.

ADDRESS BOOKS or CONTACTS

- **Add a New Contact** Go to Contact or Address Book, click on New (or look for a single person icon). Fill in information about the contact, the minimum information would be the name and email address. Filling in addresses and other information is not necessary to be able to send a message to the contact.

- **Find a Contact** Go to Contact or Address Book, click on Find and put in the contact name.

- **Send a Message to** In most email programs, you can find the contact, double click on the name and a new message form will display.

- **Distrubtion Lists or Groups** Go to Contact or Address Book, click on New (or look for a double-person icon). Give the group or distributon list a name, then add the members by selecting from your contacts or address book list. Click save to save the Group. To send an email to the Group you have just created, create a new message and in the TO: line, type the name of the group.