

How do I compose and send email in WebMail?

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Writing and sending in WebMail is as simple as writing emails in another email client. To compose a new email: Log into your WebMail Click 'New' Select 'New Email' Enter in the email address you are sending an email to Enter in the subject line Write your email Click 'Send Email' The email will now be sent You can format some aspects of your email, such as making words bold, adding links, increasing the text size, or adding a photo, by using the toolbar at the top of the email body text area. To save your email as a draft: Click 'New' Select 'New Email' Write your email Click 'Save as Draft' The email will now be saved in your Drafts folder until you actively click 'Send Email' To attach a file to your email: Click 'New' Select 'New Email' Write your email Click 'Attach from Computer' Select your file Click 'Open' The file will now be attached to your email Many people have their contact information attached to the bottom of their emails.Â This is called a signature file.Â With a signature file, you can include your email address, your phone number, and other important details for your email recipients. To add a signature file to your email: Click 'Settings' Scroll down to 'Signature' Enter your signature in the text area Click 'Save Settings' Your signature will now appear on all your outgoing emails

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