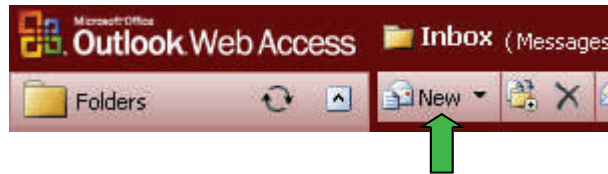
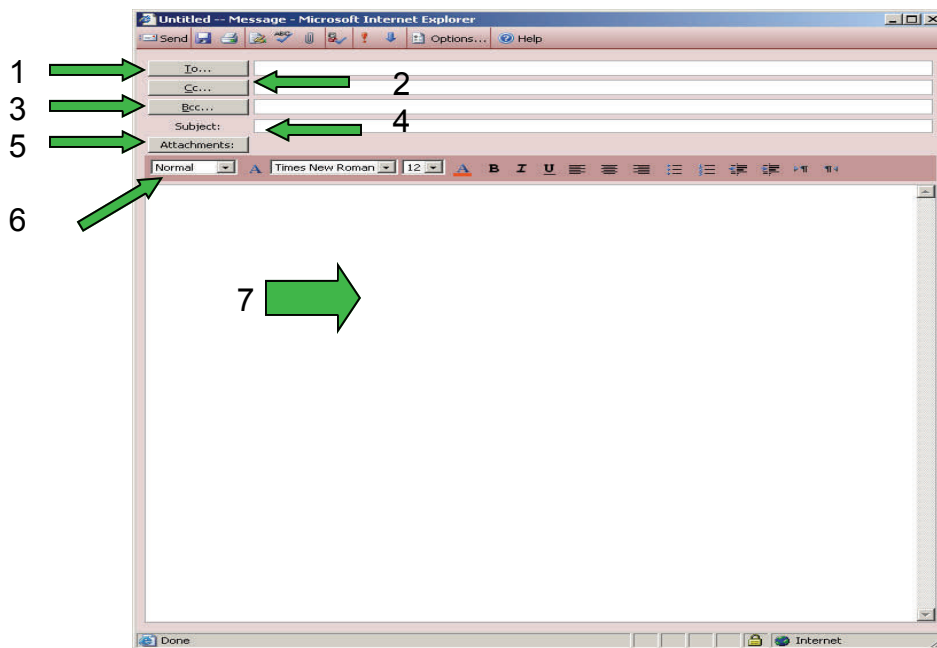


## Creating a new E-Mail using Web Mail

When you log in to Web Mail, the “create a new message” button is on the top bar, second from the left.



When you click “New”, a new message window will appear. It allows you to address the e-mail to a specific person or group of people (1). It allows you to “cc” or “Bcc” additional people (2)(3). You can give the e-mail a specific title (4). It allows you to add attachments (5). You can choose the format of the e-mail from this bar (6). You can create a message to the intended audience (7). The only area you must fill in is area 1. Click “Send” when finished.



You should always Log Off using the Log Off button and then close the browser window.

