


Connect Seward E-mail 2

To add contacts:


1. Click on the blue underlined link that says "Contacts"
2. Click on "Add item"
3. Type in a Nickname, E-mail, First name and Last name and any other information you'd like to include.
4. Scroll to the bottom of the page and click on "Add"
5. To add another contact, follow steps 2 through 4 again. If you are finished, click on the blue underlined link that says "Mail"

Shortcut to adding contacts:

If the person you would like to add to your contacts list has already sent you an e-mail message, you can quickly add their e-mail address to your list.

1. Read the message that has been sent to you by clicking on the subject of the message.
2. The area above the actual message will tell you the date and time the message was sent, who the message was from, the subject of the message, etc.
3. To the right of the person's e-mail address who sent the message, there will be an icon that looks like this: 
4. Click on that icon to add this e-mail address to your contacts list. Proceed as in the directions above, but notice that the e-mail address has already been added for you.

To create a folder to organize your e-mail messages:

1. Click on the blue underlined "Folder Management" link.
2. Type the name you would like to give the new folder in the space to the left of where it says "Add Folder."
3. Click on "Add Folder"
4. Your new folder should appear in the Unsubscribed column, click on the name of the new folder to turn it blue then click on the  gray arrows to move that folder into the Subscribed column.
5. You can now click on the "Back to INBOX" blue underlined link.

Attachments

- A file sent along with an e-mail message.
- Not typically visible in the body of the message.
- Created using another software program
- You will need a compatible software program on your computer to send or receive attachments.
- Messages with attachments are indicated by a yellow icon with a paperclip

To add an attachment to an e-mail message:

1. Click on new message.
2. Enter the e-mail address of the person you would like to send the e-mail to in the "To:" box.
3. Click on the "Browse" button next to "Attachment 1"
4. Find the file you would like to attach.
5. Select the name of the file that you would like to add as an attachment and click on the gray "Open" button. The name of the file should then appear in the "Attachment 1" box.
6. You can now type your e-mail message and send as usual.