

Web Based E-mail - Composing

To compose a new e-mail message:

1. Select **Compose** from the left navigation bar.
2. Fill in necessary information in the **To** (*E-mail address of the person receiving message*), **Subject**, and text message fields.
3. If you would like to save a copy of the outgoing message, select the check box next to **Save Outgoing Message**.
4. To include an attachment, click the **Browse** button, select the file you would like to attach, and click the **Attach** button.
5. To remove an attachment, select the attachment you wish to remove and click the **Remove** button
6. Click the **Send** button to send your e-mail.

The screenshot shows a web-based email composition window titled "Compose". The interface includes a left-hand navigation menu with links for "Inbox", "Compose", "Folders", "Invoices", "SentMail", "Time Cards", "Trash", "Contacts", "Logout", "Options", "Find Mail", and "Help". The main area contains fields for "From" (username@twcbc.com), "To" (<username@twcbc.com>), "Subject" (Re: new email), "cc:", and "bcc:". There are "Contacts" and "Lookup" buttons next to the "To" field. Below the fields are checkboxes for "Add Signature" and "Save Outgoing Message", and radio buttons for "Send as Plain Text" (selected) and "Send as HTML". A text area contains the message body: "You will receive payment by the 15th of this month." Below the text area is a preview of the email headers: "> From: <username@twcbc.com>", "> Date: 2006/06/29 Thu AM 09:49:04 EDT", "> To: <username@twcbc.com>", and "> Subject: new email". Below the preview is the text "Hello." and instructions: "To Add Attachment: (1) Click 'Browse' and choose file. (2) Click Attach." There are "Browse...", "Attach", and "Remove" buttons. A "no attachments" box is visible. At the bottom, there are "Send" and "Cancel" buttons. The footer includes the copyright notice "© 1999-2004 Operave Systems Inc. All Rights Reserved." and a "help" link.