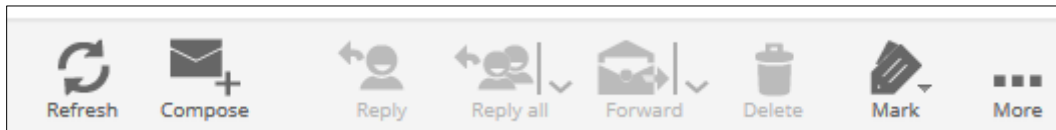
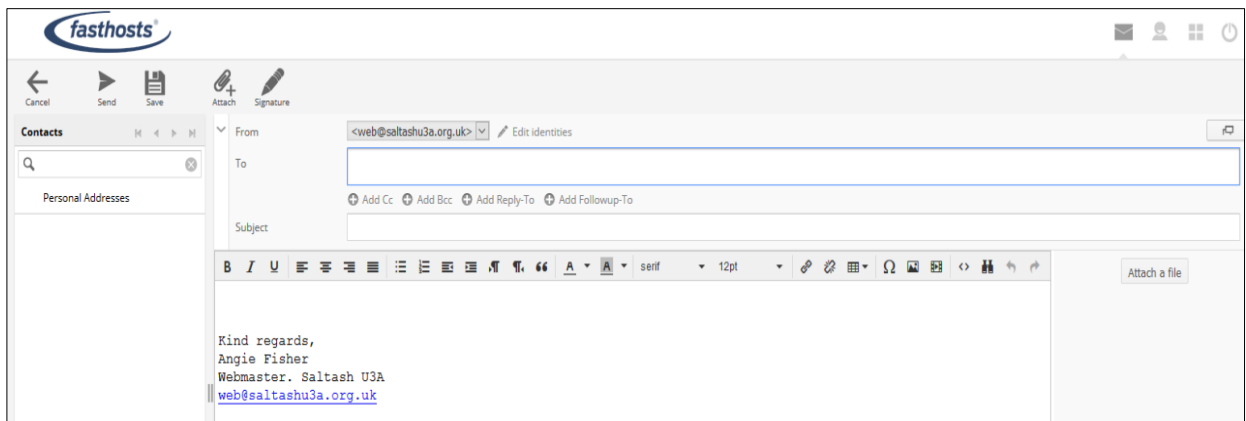


Creating a new email

1. Having logged into Fasthosts email you should see the **Inbox** and the following toolbar at the top of the screen.



2. Click on the **Compose** tool to display a new message form, which contains all the tools you need to create and send a new email. If you have set up an automatic signature it will also have already been included.



3. Complete the form, i.e. enter:
 - **Recipient** addresses
 - **Subject** to give the recipients a good idea of the content
 - **Message text** in the 'body' of the form
 - Add an **attachment**, if appropriate, using one of the **Attach** buttons: there's one in the toolbar and another on the right of the screen
4. Click **Send** when complete. A copy is kept for you in your **Sent** folder.

Important notes

Entering email addresses

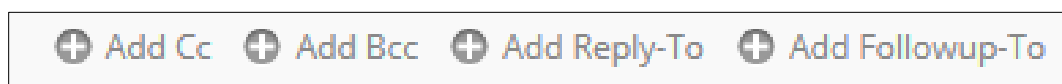
There are three fields in which you can enter addresses:

To: This field must always contain at least one address, usually the person who needs to take action on receipt of the message.

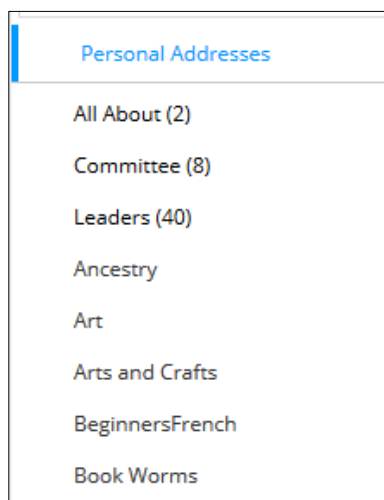
CC: Courtesy (carbon) Copy is optional and usually contains the names of people receiving the message 'for information only'.

BCC: Blind Courtesy (carbon) Copy is also optional. When used, the recipients named in the To and CC fields will not be aware of these people receiving the message.

You will need to add the CC and BCC fields to the form using the tools below if you want to use them. It is also possible to nominate other people to receive reply and follow-up emails.



The **Personal Addresses** button on the left will list the addresses you have in your Contacts list, e.g.



To enter addresses from this list:

1. Click into the **appropriate field**, i.e. To, CC or BCC.
2. **Double-click** the **email address** or **Contact Group** in the list and it will be added to the current field.

Please see the **Address Book: Setting up Contacts and Contact Groups** document on the hints and tips page of the website for more detail.

Alternatively, if you have addresses in your Address book, as you start to type an email address you will see suggestions to choose from.

COMMENTS and SUGGESTIONS:

- If sending to many people at once it is a good idea to enter either your name or the main recipient in the To field and all the other names in the BCC field. This avoids the recipients seeing a long list of email addresses from the To and CC fields above the content of the message. It also keeps the recipient email addresses private.
- Fasthosts email only allows you to send a maximum of 50 *(to be verified)* simultaneous emails and so for large groups you may need to send more than one message.
- When using the BCC field, the Reply All option will only send replies to people listed in the To and CC fields.
- If you wish to use text formatting, e.g. bold or underlined type, the formatting toolbar needs to be displayed in the message form.

If it is not visible, please see the **Settings: Composing Messages** document on the hints and tips page of the website for more detail.

- If you decide not to send an email immediately you have two options:

Either: Click **Save** to move the part completed message to the **Drafts** folder so that you can finish it later.

Or: Click **Cancel** in the toolbar to discard the email you started completely.