

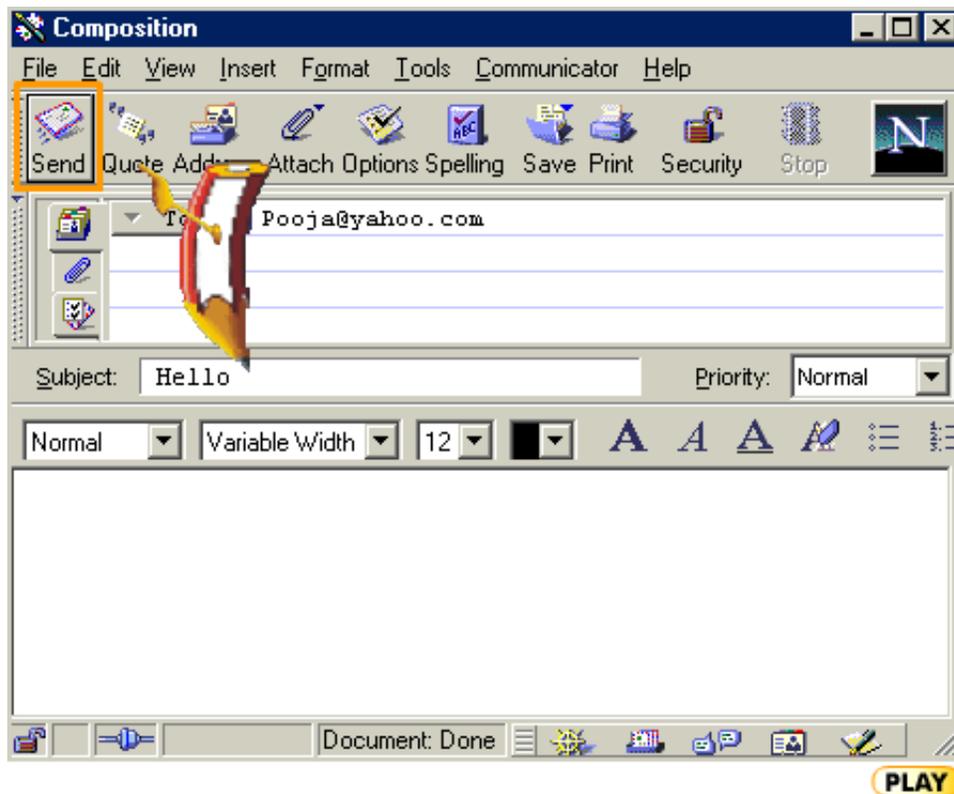
Sending E-mail Through Netscape Communicator

To open a composition window to address, compose, and send a new message or reply-

- In any Netscape Communicator window, open the **Communicator Menu -> Messenger option**.
 - If you are in a newsgroup window when you choose New Message, the message is automatically addressed to that newsgroup.
- While displaying a message, click **Forward, Reply, or Reply All** on the toolbar.
- From the **Address Book** window, select an address and click **New Msg.**

Send E-Mail Without Replying

- Go to **File -> New Mail Message** or clicking on the **New Message** button does the same thing.
- Type the E-mail address and the subject.
- If you want to bring up the blind copy, it can be displayed by clicking **To** Button near **Address Message Icon** on the left side.
- Type in the message of the mail and once finished, click **Send**.



If you want to see the e-mail you have already sent, click on the **Sent Folder** and the messages that have already been sent will appear.

Reply Back To The Mail

- When you want to reply to someone's mail, just select the mail message you want to reply to and then click on **Reply** button.

- The address and the subject are automatically placed.
- Type the answer and then, click **Send**. Also, click on send in plain text only and it connects up to the mail host and then sends the mail if you have got a lot of addresses.

Creating Mail Off Line

Sometimes, you may want to create your mail off line and then send all messages when you connect. The right way is to-

- Click on the **New Message** button
- Type in the address and the subject.
- Before clicking send, go to the **File** Menu and choose **Send Later**.

The message will be placed in the Unsent Message folder. So, in this way you can create messages, and then when you connect, you can send everything that is there in the box.