## mb Mail-Assistent

The mb Mail-Assistant will assist you to send project files per EMail

Apart from your project files, you are also able to create and send a covering letter via EMail. The mb Mail-Assistant starts Microsoft Word for Windows 7.0 to do this, therefore you must have Microsoft Word for Windows 7.0 installed on your system, it is otherwise not possible to use this option. After writing the covering letter save it, using the previously chosen name and close Microsoft Word for Windows 7.0 .
After clicking on the "send" button Microsoft Exchange will be opened. You must now enter the EMail address of the recipient and click on the "send" button in Microsoft Exchange.

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In order to add a covering letter choose the option "Add covering letter".
You now have the choice to decide if you wish to use an already existing covering letter, or if you would prefer to open Microsoft Word for Windows 7.0 and create a new covering letter. Should Microsoft Word for Windows 7.0 not be installed on your system, then this option is not available. If you want to insert an already existing covering letter then you can either enter the path and filename directly, or find the file using the "browse" button"
You must have entered a covering letter in order to move to the next screen.
If you require to create a new covering letter, then you will be able to move onto the next screen using the "Next" button.

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Here You can choose between several templates that we have already produced for your use. If you are not satisfied with the provided name, then click the "change" button and enter the name required in the appropriate field. Should you choose a name that is already given, then you will be asked if you are sure that you want to overwrite the existing file.

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>Microsoft Word for Windows 7.0 will be started in order for you to edit your covering letter. After writing the covering letter save it, and close Word for Windows 7.0..

>**ATTENTION:** Do not save the covering letter under a different name, if you do, the sent document will be empty. You have to use the originally chosen filename. If you wish to change this, then do this by using the "back" button and then changing the name in the appropriate field.

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All the files that belong to your project can be found in the File-List
as well as the covering letter, if you wish to send one.
Use the "send" button to start Microsoft Exchange. You must now enter the
Email-address of the recipient and then click again on the "Send" button but his time in
Microsoft Exchange.