

# Sending Mail

You can use TeleFinder's electronic mail to exchange messages and files between users of the bulletin board system. TeleFinder provides you with a mail form to compose and send text messages.

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Select the "New Mail Form" command from the Mail menu. Click in a message window's Reply button when you want to reply to an existing message.

The mail form uses standard Macintosh text editing commands. You can create messages using styled text by selecting commands from the Fonts and Styles menus.

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Address the message one of two ways.

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Type a user's name in the field next to the To button.

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You can also click in the To button and select a name from your address book.

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Compose your message.

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Click in the Mail button to send the message.