 Write Mail

Writing a mail message is just like composing a memo; it identifies who you want to send a message to as well as the subject and the body of the message.   If you've added some names to your address book, click **Show Addresses** on the toolbar to open the address book to the left of your message header.   You can highlight one or more addresses and click the **To**, **Cc**, or **Bcc** button to add the selected address(es) to your mail message.