




✂ Newark and Sherwood Digital Toolkits

How to send an email

Before you can send an email, you will need to have a personal email account set up.

1. Log into your email account
2. Click on 'Compose' or 'New email',  and a blank email will open up. Tip: The button for this varies on the email program you are using
3. Type the email address of the person you wish to communicate with into the 'To' box at the top of the blank email
4. In the 'Subject' box, type a short summary/title to let the recipient know what your email is about, for example 'Meeting date'
5. Now type your email message in the large text box 
6. To attach a file, click on the paperclip icon located in the toolbar . This will allow you to browse photos, files and documents stored on your computer. Select the item you wish to attach. **Tip: If you have successfully attached the item, it will appear on your email, usually below the subject bar as a thumbnail**
7. When you have finished composing your email, click 'Send'. Replies will be directed and stored in your email inbox. **Tip: You can set delivery or read receipts, so you know that your email has been successfully received or read. This option is located in the toolbar within your email programme.**

