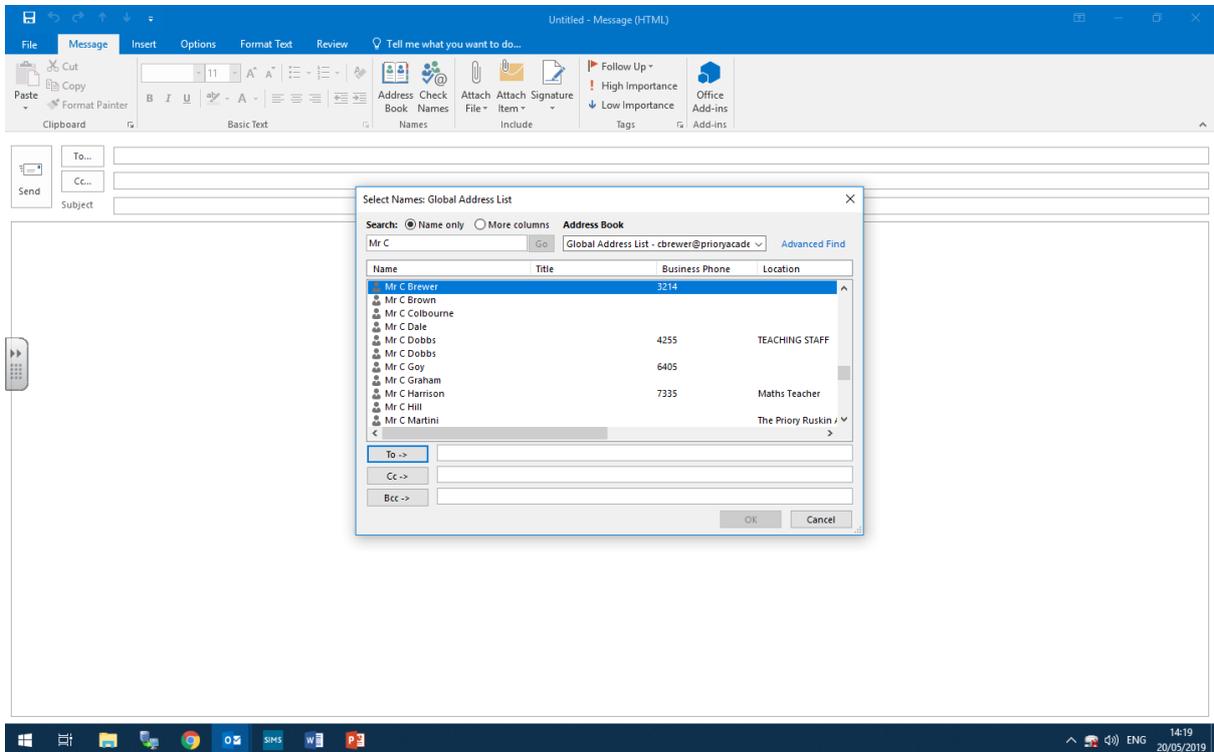
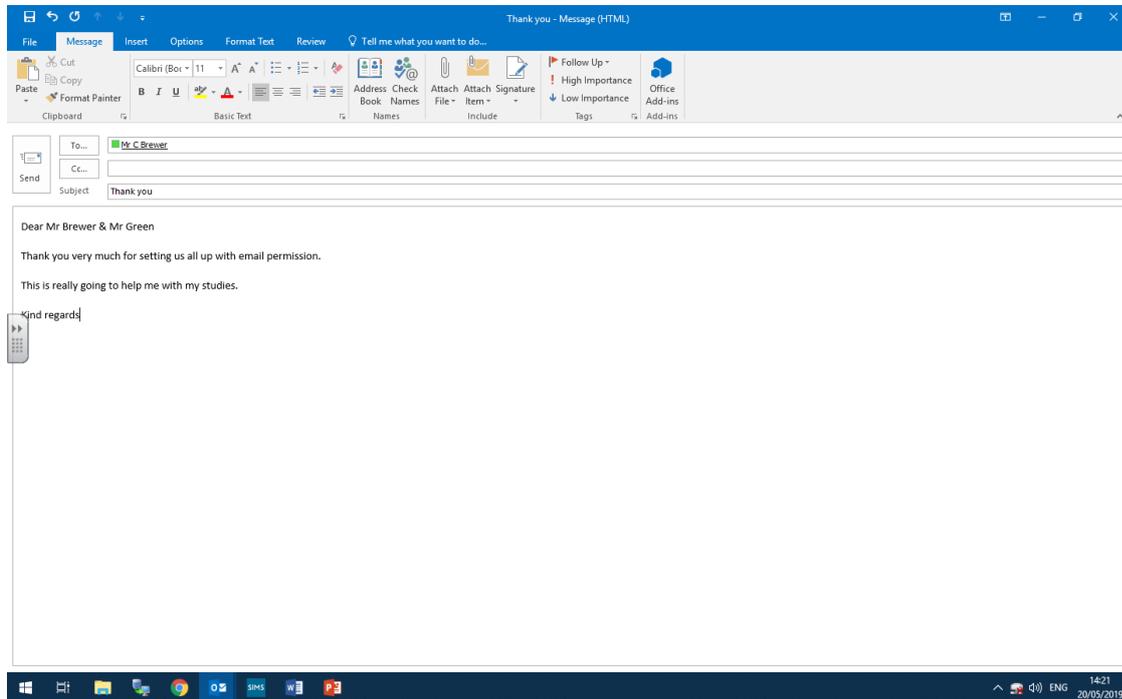


In the home tab, click 'new email' and a new untitled message will appear



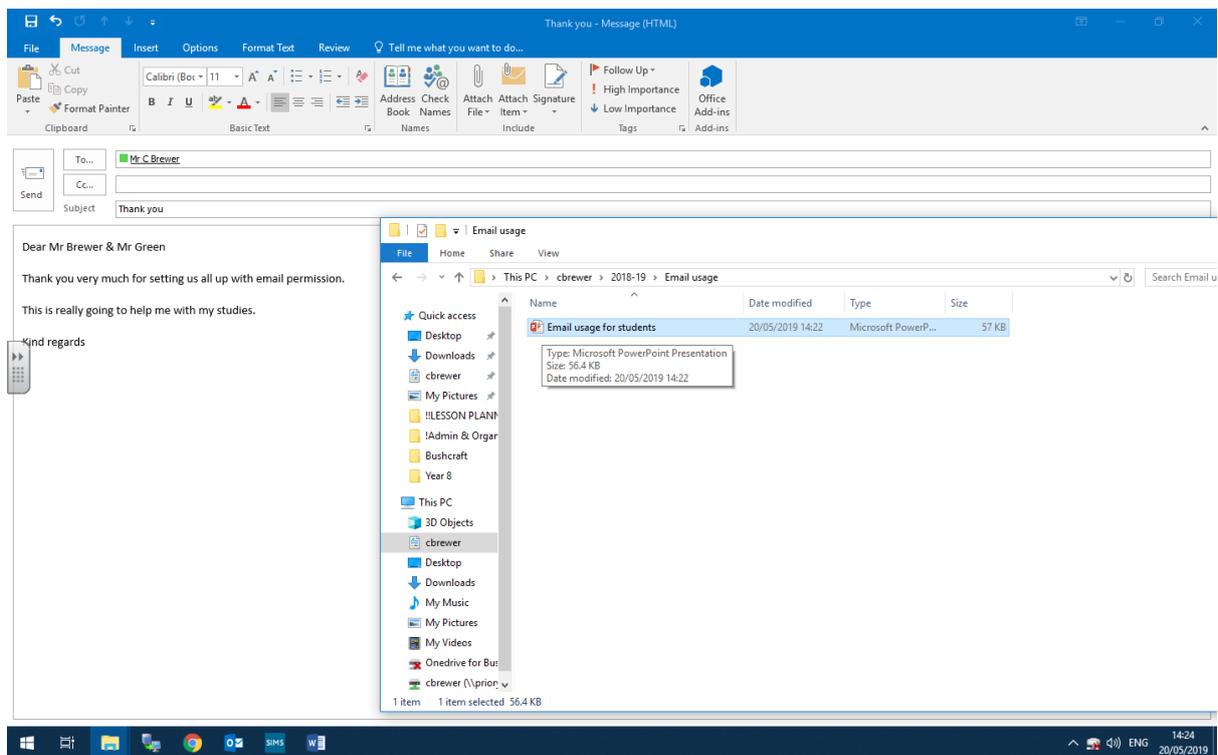
In the Global Address List, you will see the names of every member of the Priory Federation.

Start typing in the name of the person you wish to send the message to, then double-click their name

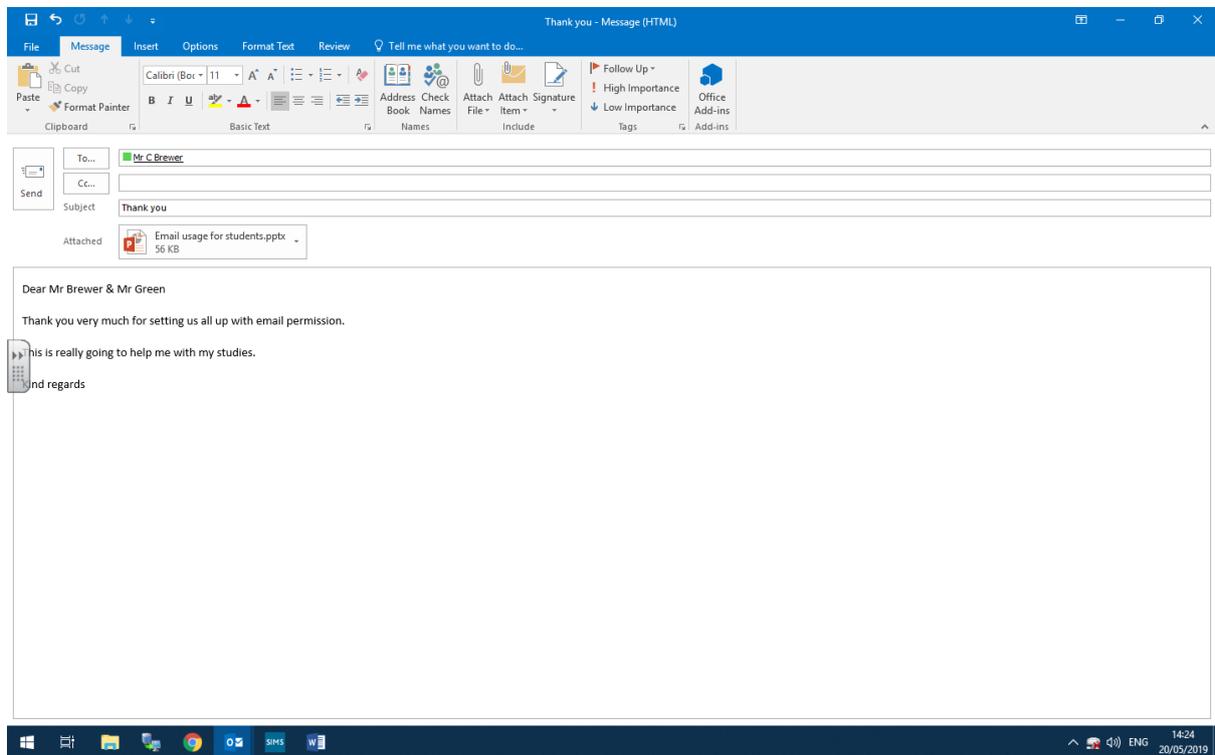


Always type up a polite and appropriate message in the main body of the email

### Adding an attachment



The simplest and quickest way to add an attachment is to locate it in your file explorer and then drag and drop it into the main body of the email message



Your email is then ready to send – click send!

You may wish to send it to other people, including yourself, using the 'cc' box