

# Email Tips

## Using the Calendar

- \* If your calendar is showing on the left side of the screen, click on a date that you would like to add an appointment to.
- \* Go up to the top notice how you can click on the way you want to view your calendar....daily, weekly, or monthly.
- \* At the top click on 'New' and add your appointment. You can give yourself an email reminder if you want. But you have to have your email open to receive this reminder.
- \* Click 'Save' when you are done adding the information to your appointment.
- \* When looking at your calendar and you see an appointment, put your cursor over it and it will tell you more about the appointment.

## Inbox Folders-Creating new folders

- \* Highlight 'Inbox' on the left side.
- \* Right click on inbox and click 'new folder'
- \* Type in the name of the folder and click 'OK'  
(examples: Parents; Technology; etc.)
- \* Then drag a message that you have received and drop it on the new folder you created. This saves your messages and they won't take up space in your inbox.

## Save as a Draft

- \* If you are working on a new message to someone and you do not have time to finish.....go up to 'File' at the top and click 'Save as Draft'
- \* Come back later and open up the 'Draft' folder on the left side and finish your email and click 'Send'.