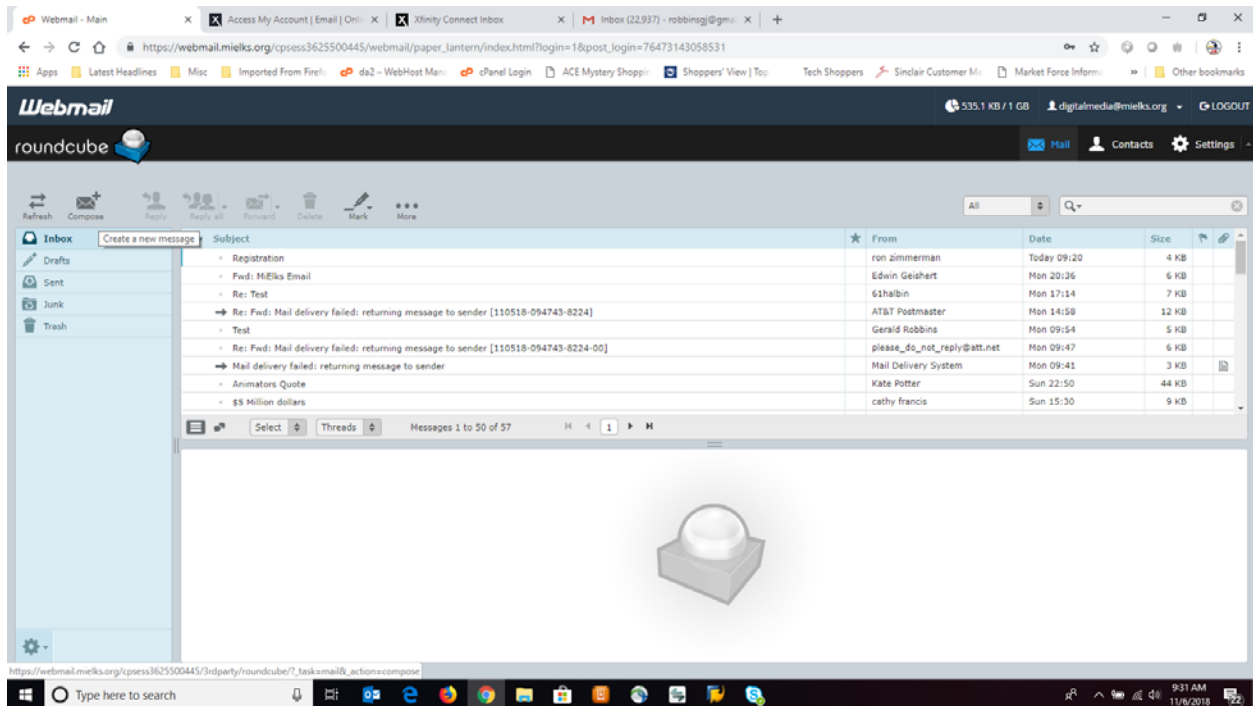
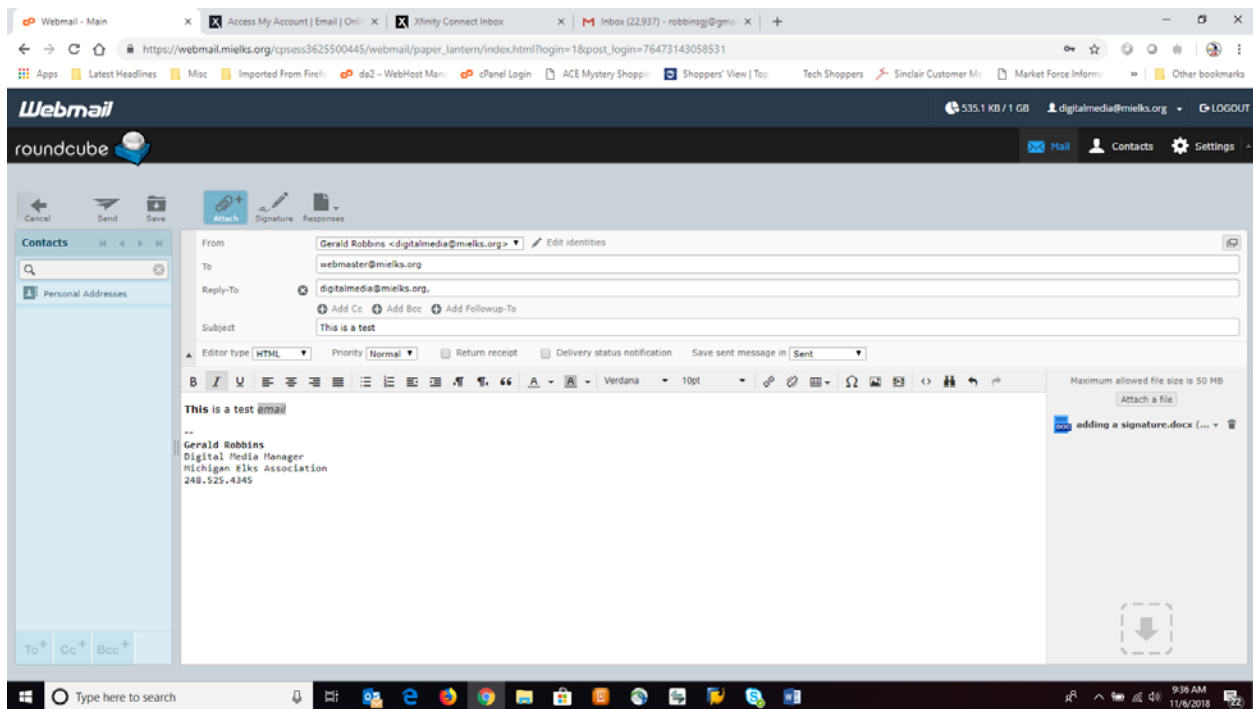


The following instructions explain how to send an email via the mielks.org website

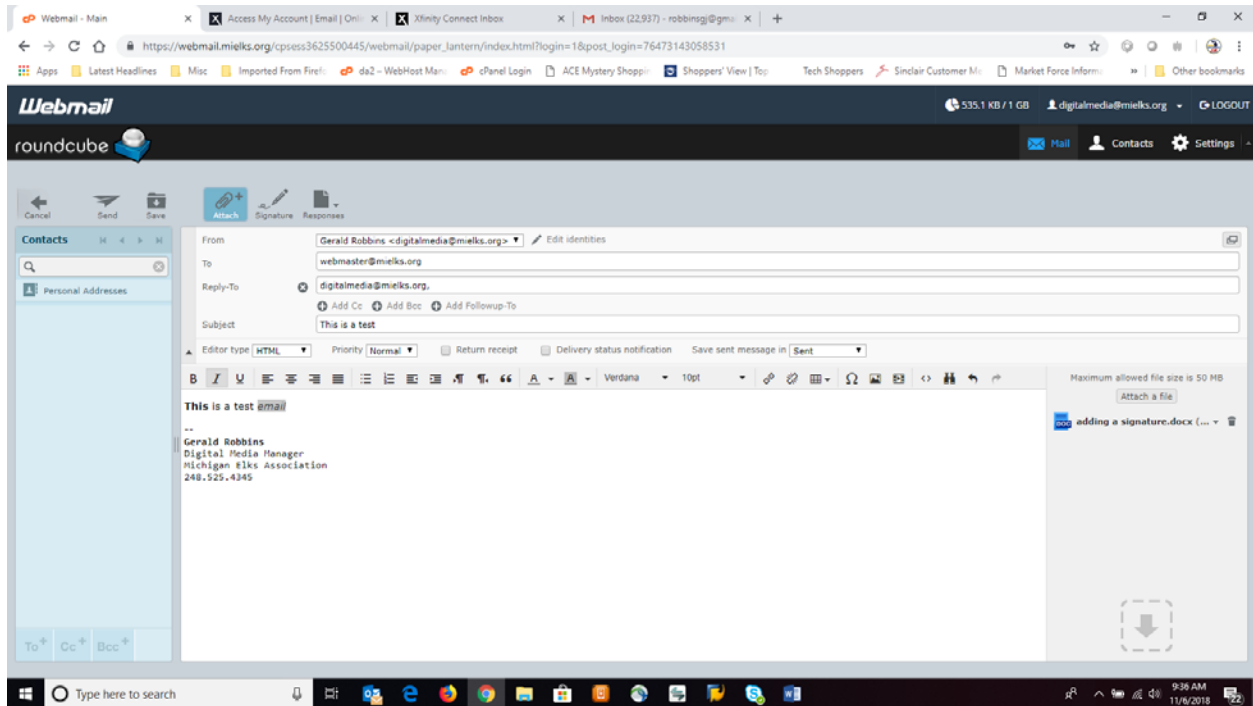
Select compose in the upper right side



1. Enter the email address of the person you are sending the email to
2. Enter the subject of the email
3. Click add Cc if you want to copy someone else
4. Enter your message
5. Use the editor bar to change the font size, color, etc.
6. Click attach to add an attachment. You will see attachments on the right



Once you have composed your message click the send button which is the second icon from the left



You will see a notice in the lower right of the screen that says message sent successfully