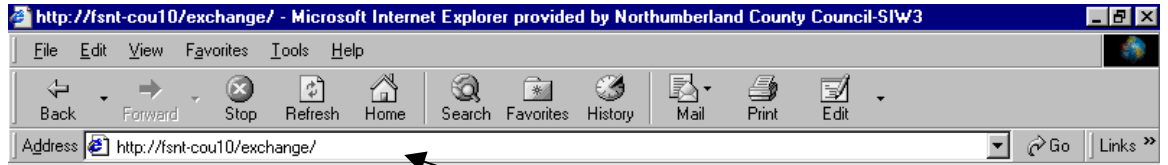


# Using Northumberland County Email

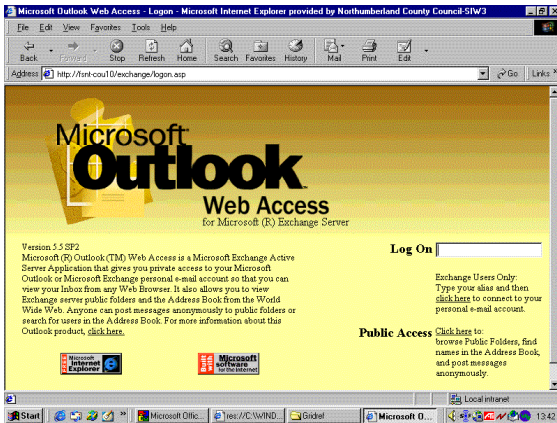
## Signing in

Start Internet Explorer.



In the address line type in `http://fsnt-cou10/exchange`

OR click on the e-mail button on the [ngfl.northumberland.gov.uk](http://ngfl.northumberland.gov.uk) website



Type in your user name, eg

**2215class1N**

This is not case sensitive.

Then press the Return key.

You will be asked to log on.  
Type in your

**user name** again

and **password**

(case sensitive so be careful) and then click on OK.



## Sending messages

To send a message, click on



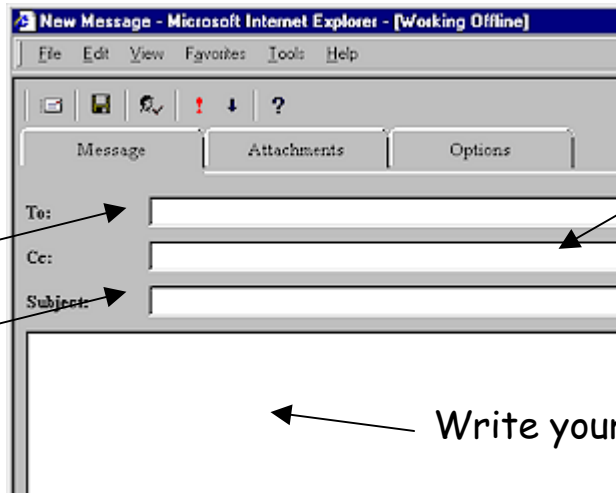
or use the icon on the menu bar.



A new window will appear ready for you to write your message.

Type the email address here.

Give your message a title which will help the reader.



You can send copies of the email to others by writing the addresses here.

Write your message here.

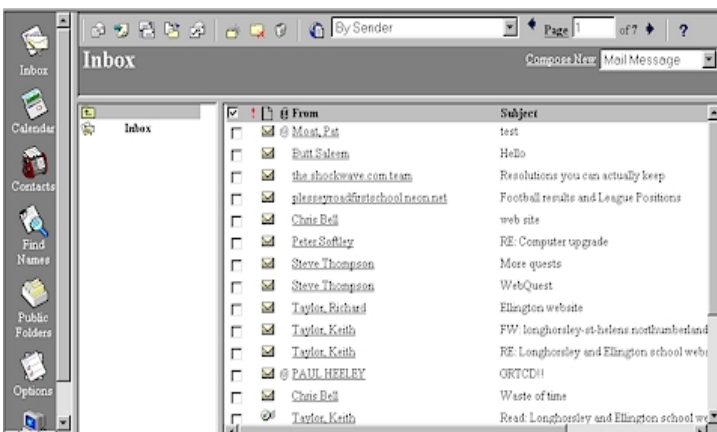
To send the message, click on the 'Send'



icon on the top left of the message window.

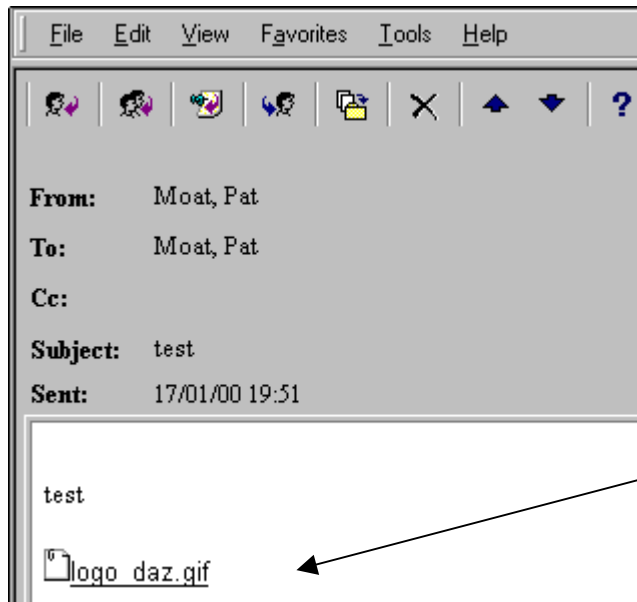
## Reading your mail

Your email account will now open and you'll see any messages that you have received in your Inbox.



You'll see who the message is from and what it is about. A paper clip icon next to a message means that there is an attachment.


## Reading your mail continued



Click on a message to read it.  
A new window will appear.

If a file is attached to the message as shown here, clicking on it will give you the option to open or save it.


## Replying to messages

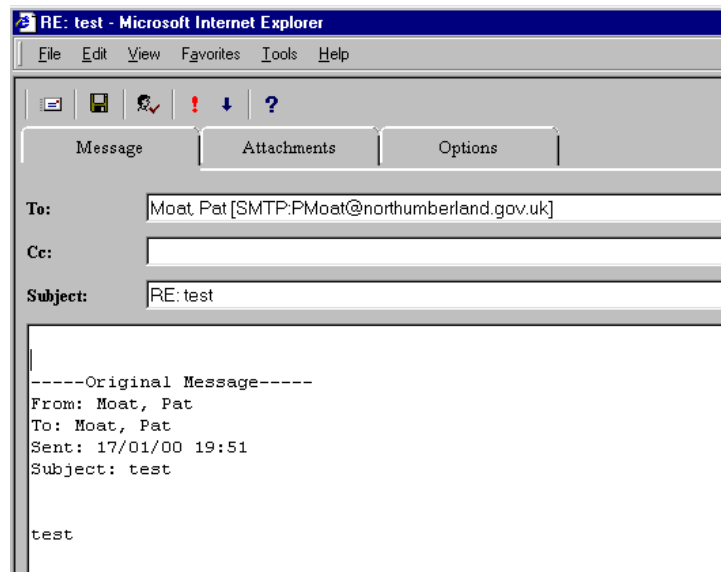
To reply to a message rather than composing a new message, click on the  'Reply to Sender' icon at the top of the email you have



A window will appear as before, ready for you to type your message. You can choose to leave the original message on the page or delete part or all of it.

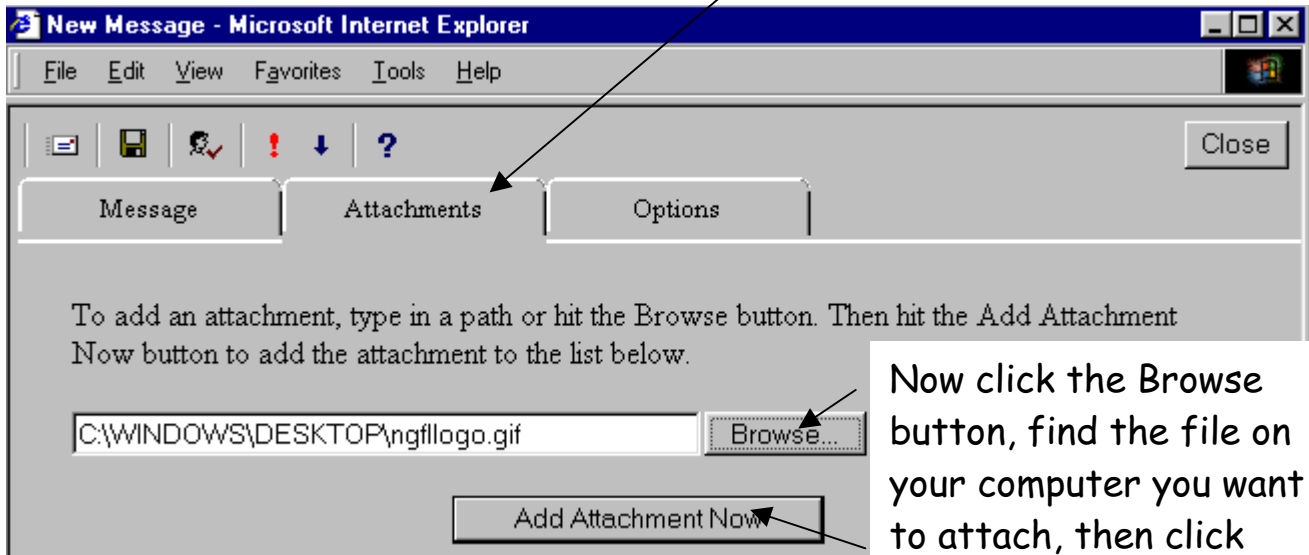
The email address will automatically be added for you and the subject will show as a reply to the original subject.

When you have written your reply, click on the 'Send' icon  as before.



## Sending an Attachment

You can send a file such as a picture, a spreadsheet, a Word document or a sound file with an email. To do this, first click on the Attachments tab.



You'll see your file transfer, then see it listed, along with its size. You can attach more than one file, but try to keep the file size down. The Attachments tab now has a paper clip symbol on it.

<input checked="" type="checkbox"/>	File Name	Size
<input type="checkbox"/>	ngfllogo.gif	5KB

To send your message, click on the Message tab, then on the Send button.

