






Sending a new email

How to send a new email:

1. Click on **Compose** in the toolbar.
2. Enter the recipients' email addresses in the **To** field.
 - While entering the recipients, matching suggestions will be displayed. To accept a suggestion, click on it.
 - To select contacts from an address book, click the **Select contact** icon  on the right side of the input field.
3. If the recipients are to see who gets a copy of the email, enter the recipients in the **CC** field.
 - If the recipients are not to see who gets a copy of the email, enter the recipients in the **BCC** field.
 - To send a copy to other recipients, click on **CC** or **BCC** on the upper right side.
4. Enter a subject. Enter the email text.
5. Click on **Send**.

Options:

- If you do not want to send the email from your primary email account but from an external or a functional email account, select the account in the folder view. Then, click on **Compose**.
- With drag and drop you can move the recipients between the fields **To**, **CC** and **BCC**.
- In the email settings, you can determine that each outgoing email will also be sent as blind copy to a specific email address.
- To format the email text or to enter images, use the formatting bar below the text.
 - If the formatting bar is not displayed, click the **Options** icon  in the button bar. Enable **HTML**. Enable the **Show toolbar** icon  in the button bar.
 - You can define default values for the font style, size and color in the email settings.
 - To enter images at the current cursor position, drag one or several images from a file browser or from the desktop to the email text input field. To remove an image, use the context menu. 
- You can use further options by clicking the **Options** icon  in the button bar:

- attach your signature
 - set the priority
 - attach your vCard
 - request a read receipt
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