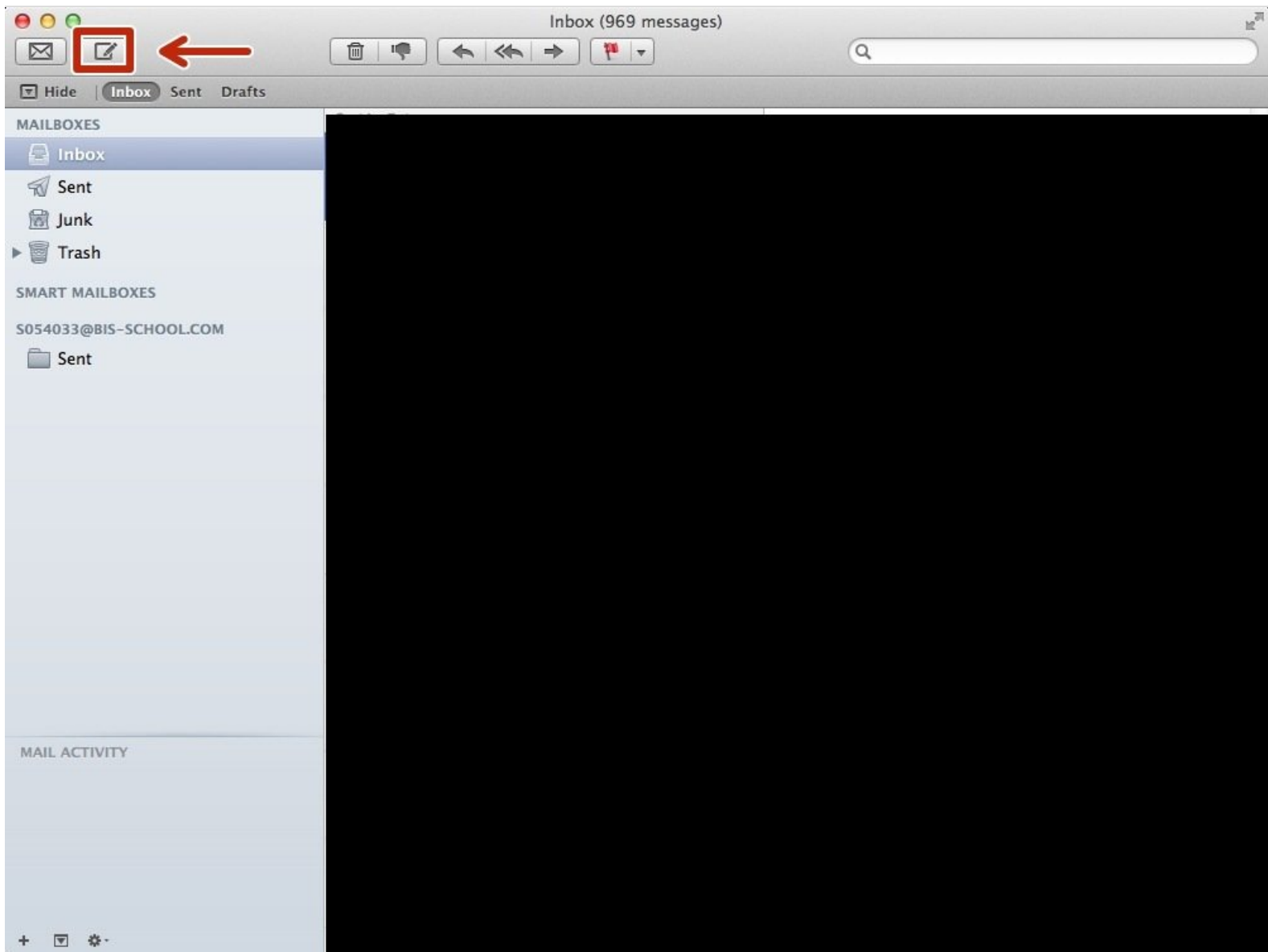


# BIS Help Guides

## Writing An Email

Learn how to write an email

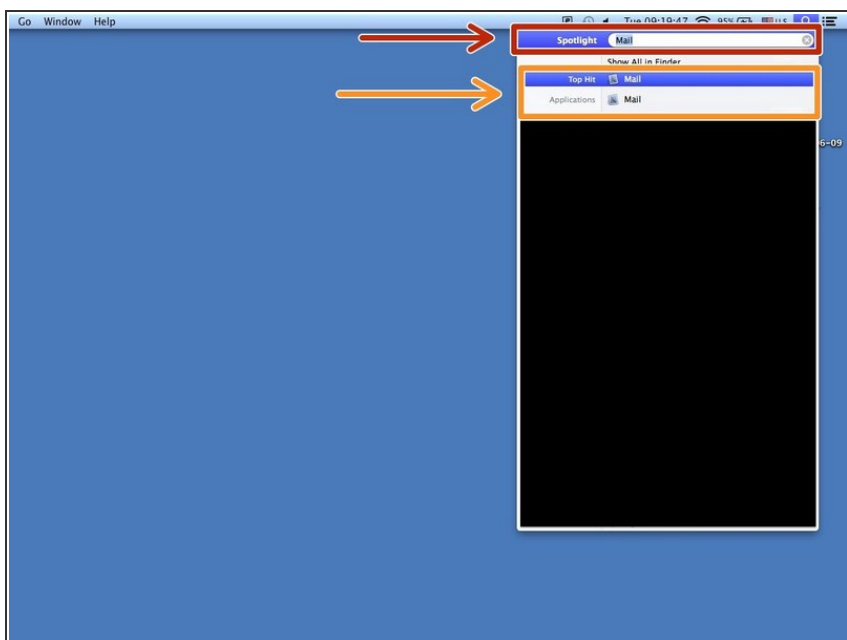
Written By: Aaron



# INTRODUCTION

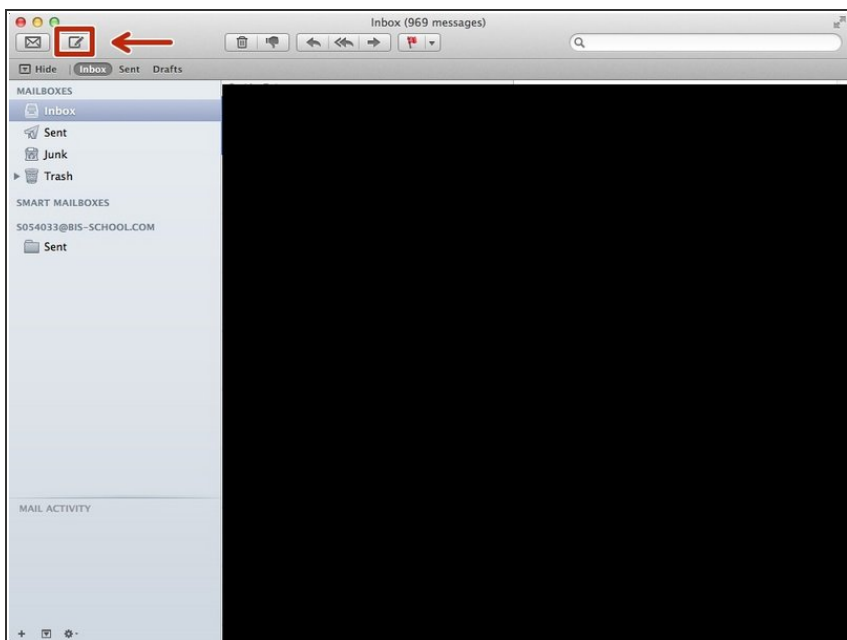
Learn how to write an email

## Step 1 — Finding The Mail Application Using Your Search Bar



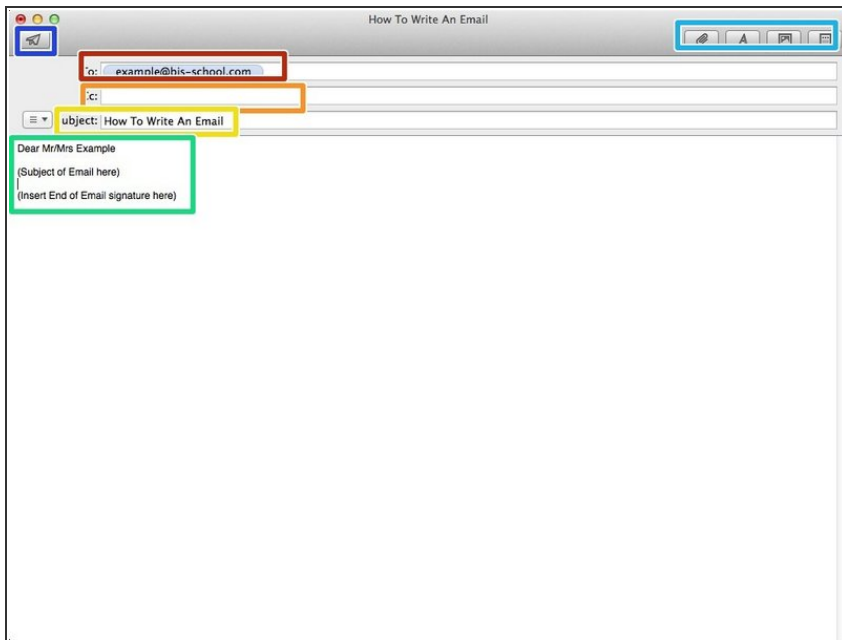
- Type in the search bar "Mail" to find the application
- Click on the "Mail" application to open it

## Step 2 — Creating The Email Template



- Click on the "New Email" icon

## Step 3 — Components Of The Email



- Type in the email of the people you want to receive the email
- Type in the people you want to read the email but not necessarily respond to it
- Type in the subject of the message here
- Type in the greeting you will use to address the recipient of the email then type the subject of the email. After you type the subject end it with your signature
- Use these options to attach a document to the email and change a few other settings
- Click this to send the email once it is done