

## How to do various email skills

<b>Skill</b>	<b>How to do it</b>
Open an email	1) Click once on the subject of the email
Reply to an email	1) After opening the email, click 'Reply'
Create an email	1) Click on 'Inbox' 2) Click 'New'
Send an email	1) Open an email you have created 2) Click 'Send'
Open an attachment	1) Open the email that has the attachment 2) Click on the name of the attached file
Create an attachment	1) Create an email / Click 'Reply' 2) Click 'Attachments' (just under the subject box) 3) Click 'Browse' (which should have appeared) 4) Find the file that you want to attach 5) Double-click on the file that you want to attach 6) The file name should be under the subject box