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## Chapter 5 Mail

Mail is an E-mail function that provides ease in communicating, sending and receiving mails from and to others more easily as in the SmartLeg@1.

- To open Mail, on the **SmartLeg@1** navigation, click **Mail**.

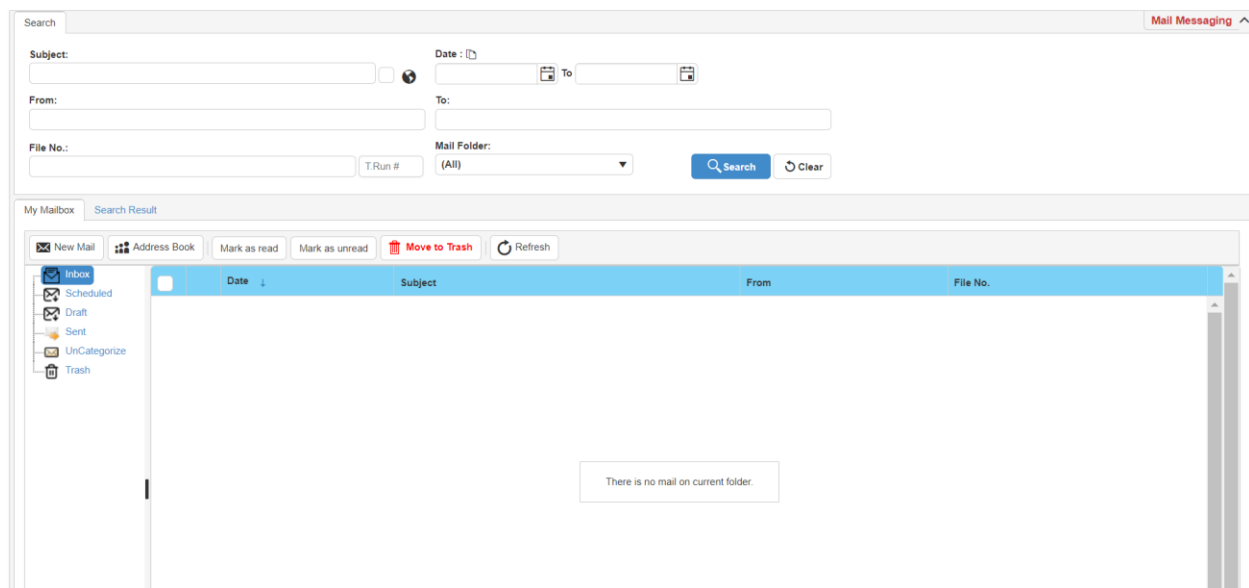


Figure: Mail

Mail Module to provide search function as other module enable to find e-mail that you wish to view more easily.

- Search the mail you wish to view through type the search criteria.
- To start a new search or to clear the search results, click '**Clear**'.

Figure: Mail – Search Mail

## Searched Result

- Click '**Search**' once, to show all mails.
- The Searched result will appeal at below, otherwise it will shown no record available if the client you searched do not exist.

To sent a new mail, click '**New Mail**' in My Mail as 'Figure: New Mail' shown

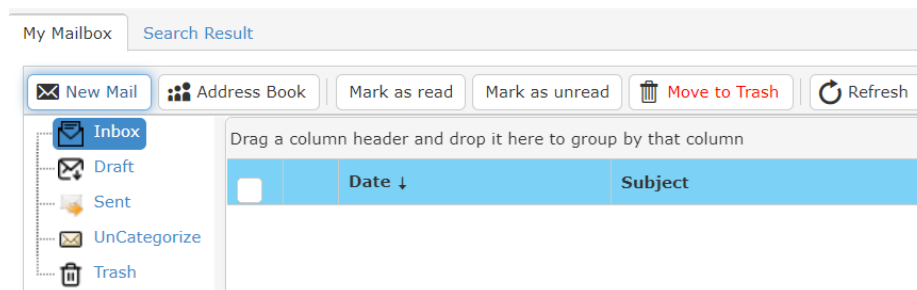


Figure: New Mail

- Type E-mail of the person you wish to sent in '**To:**'
- Type Subject or Title of the E-mail in '**Subject:**'
- You may attach some files you want to send with the mail with click '**Select Files**' in the **Attachments**.
- Fill your message at below and you may change you text font and style at the navigation inside the new mail function
- After you finish to fill the E-mail click '**Send**' to send the mail
- You can click '**Save**' then your mail with save to **Draft**