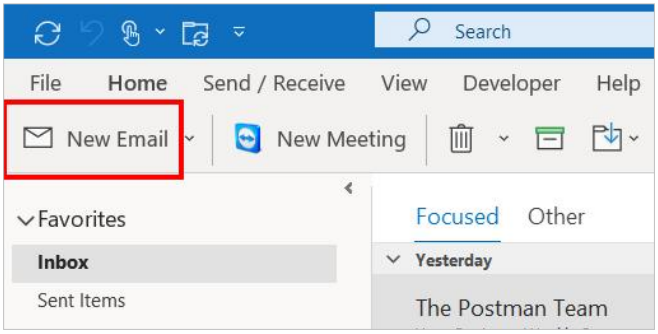
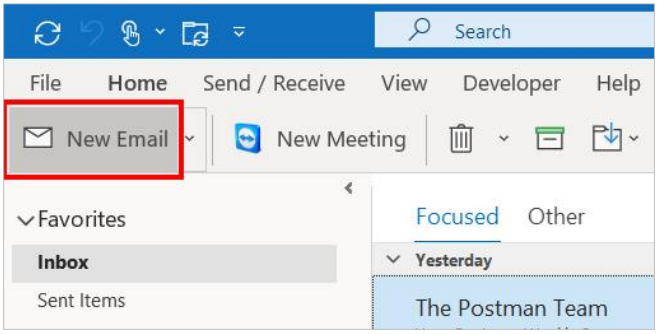
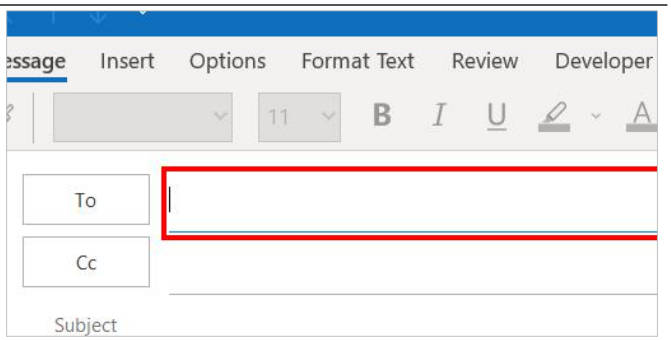
Click on the split button **New Email**.



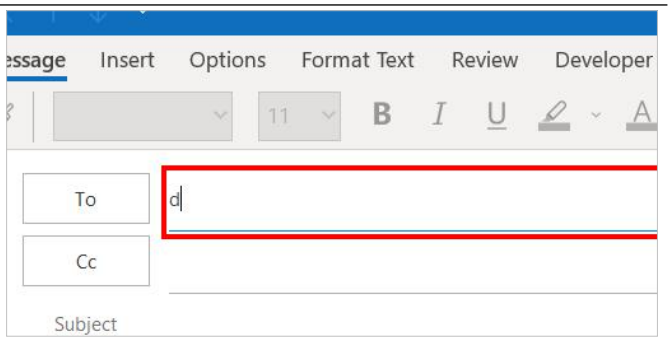
Click on the split button **New Email**.



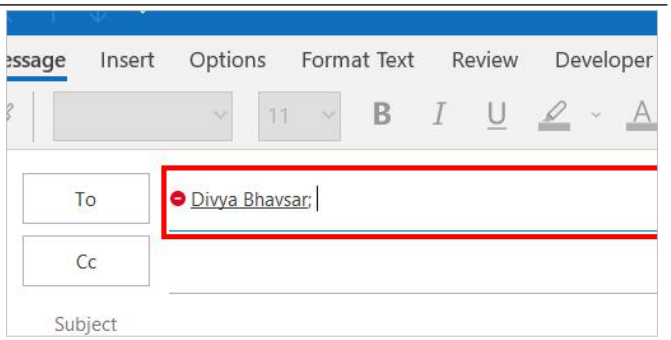
Click on the input field **To**.



Enter **To**.



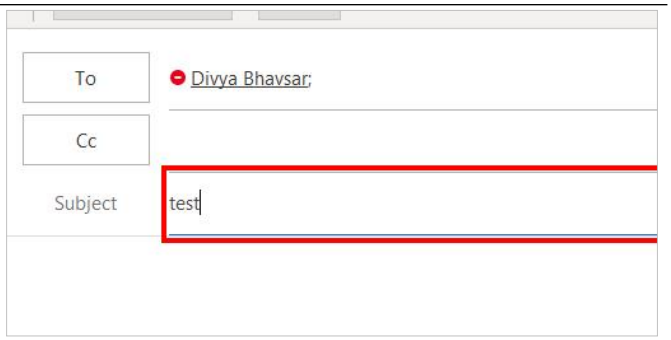
Click on the input field **To**.



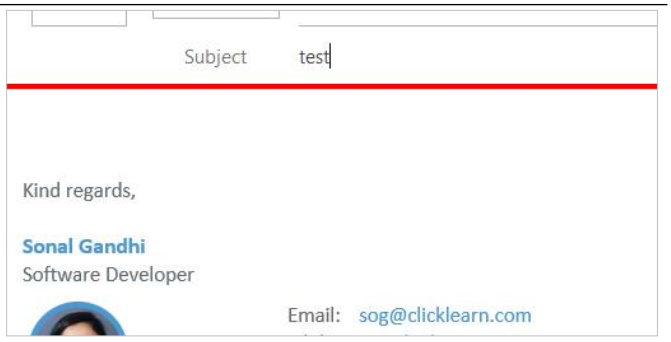
Click on the input field **Subject**.
You may also press **Alt+U**.

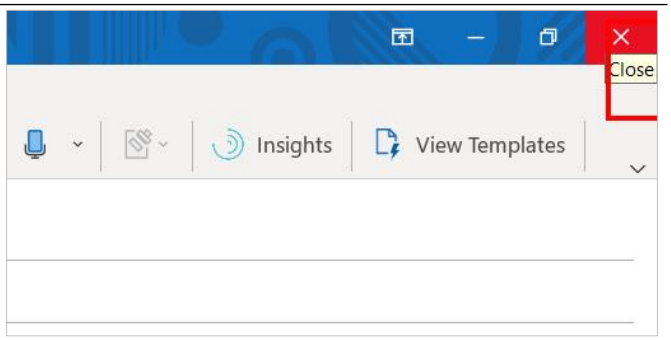
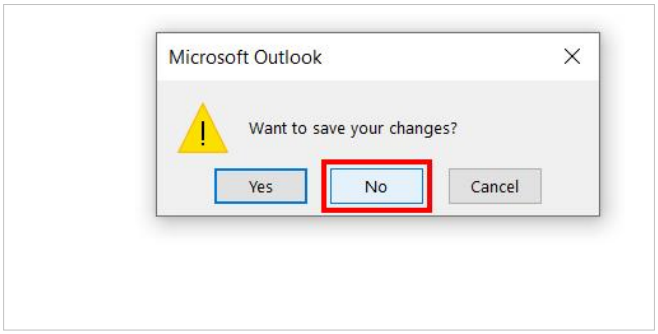
Enter **Subject**.

Click on the input field **Subject**.
You may also press **Alt+U**.



Click on **.**





Click on the button **No**.
You may also press **Alt+N**.