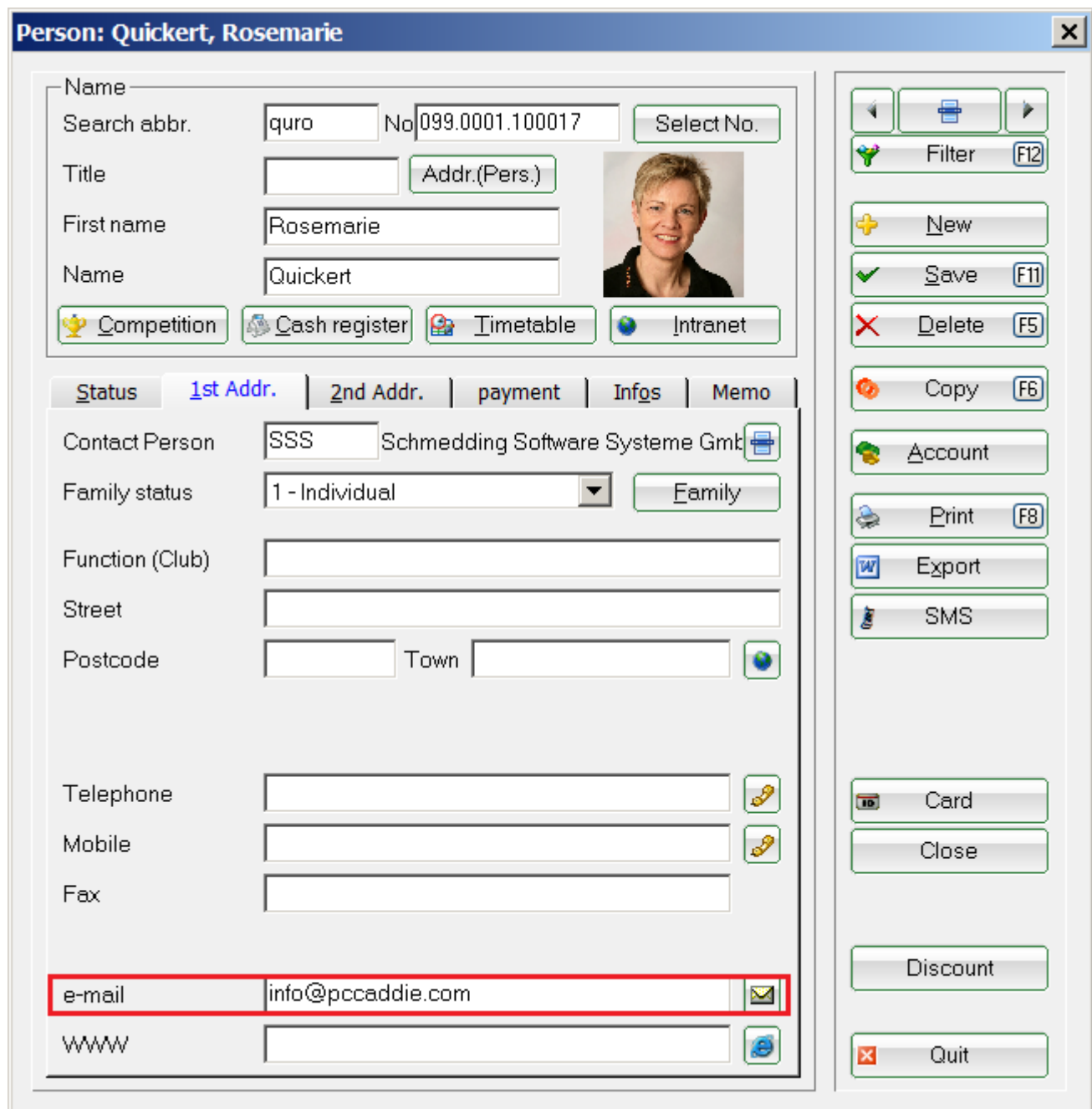


Create an e-mail directly from the person's mask

To create an e-mail, simply click on the envelope from the bottom of the personal mask, at the end of the **e-mail** field:



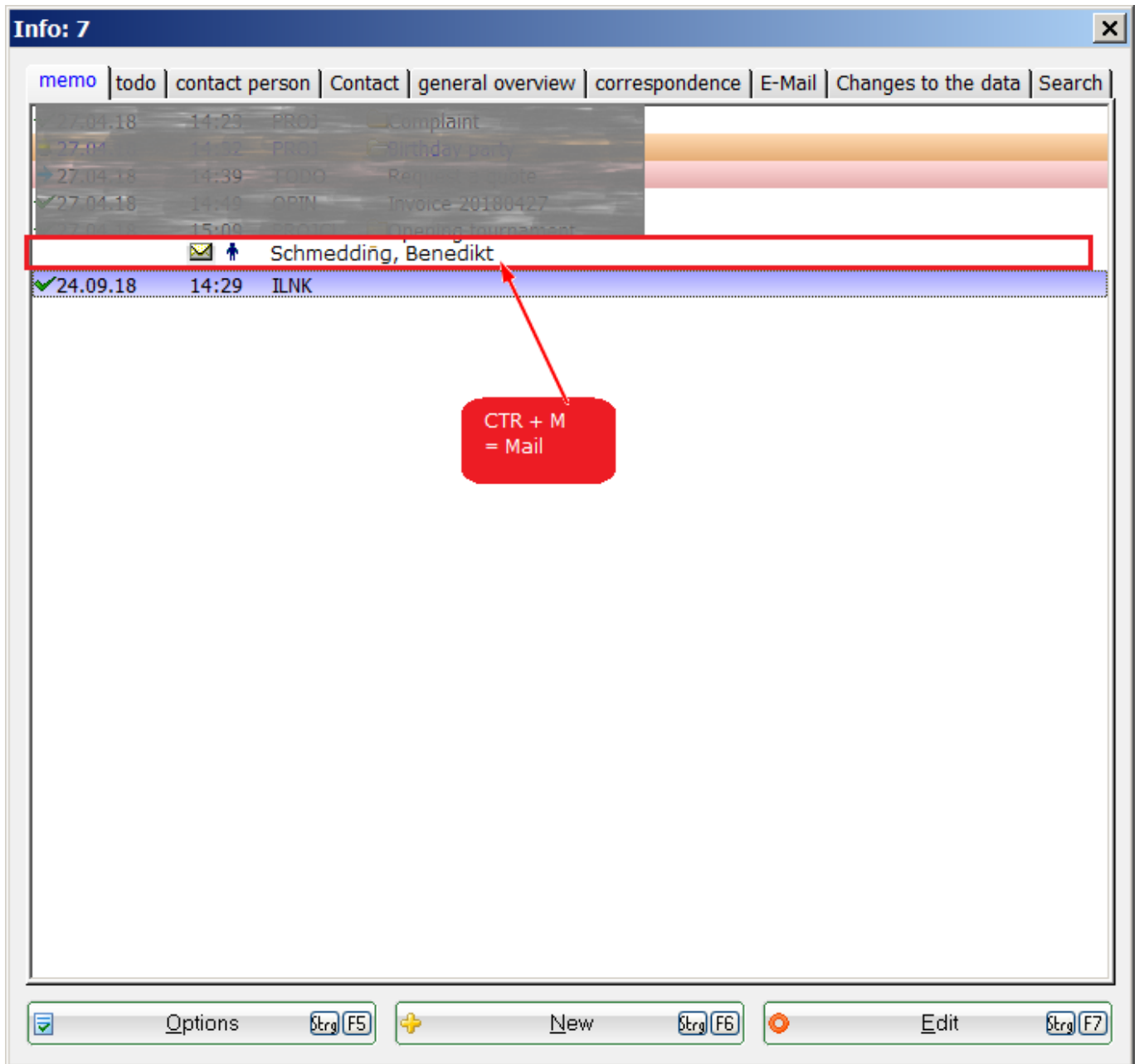
The screenshot shows a software interface for managing contact information. The window title is "Person: Quickert, Rosemarie". The main area contains several input fields and buttons:

- Name:** Search abbr. (quro), No (099.0001.100017), Select No. button.
- Title:** Input field, Addr.(Pers.) button.
- First name:** Rosemarie
- Name:** Quickert
- Profile Picture:** A small photo of Rosemarie Quickert.
- Navigation Buttons:** Competition, Cash register, Timetable, Intranet.
- Tabbed Interface:** Status, 1st Addr. (selected), 2nd Addr., payment, Infos, Memo.
- Contact Person:** SSS, Schmedding Software Systeme Gmb
- Family status:** 1 - Individual, Family button.
- Function (Club):** Input field.
- Street:** Input field.
- Postcode:** Input field, Town: Input field.
- Telephone:** Input field, lock icon.
- Mobile:** Input field, lock icon.
- Fax:** Input field.
- e-mail:** info@pccaddie.com, envelope icon (highlighted with a red box).
- WWW:** Input field, globe icon.

On the right side, there is a vertical toolbar with the following buttons:

- Filter (F12)
- New
- Save (F11)
- Delete (F5)
- Copy (F6)
- Account
- Print (F8)
- Export
- SMS
- Card
- Close
- Discount
- Quit

Outlook opens automatically and the email for that person can be created. To create an e-mail for a contact person, just activate the contact person and click on Ctrl + M. Outlook will open and an e-mail for the contact person can be created directly.



! If you use Outlook Express, you must store it locally on the computer in the Control Panel under Internet Settings/Programs.

Back to the [Overview](#).