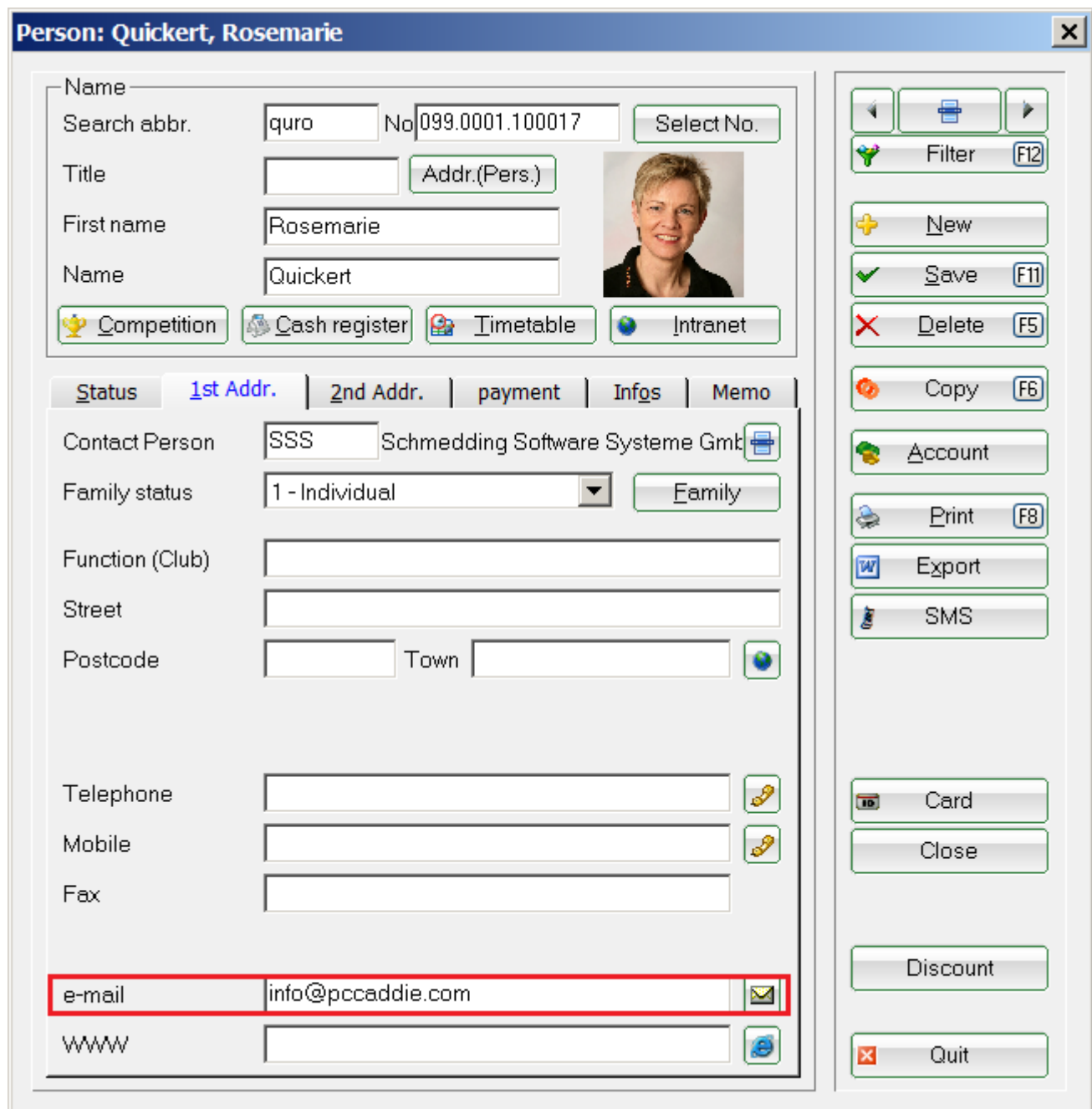


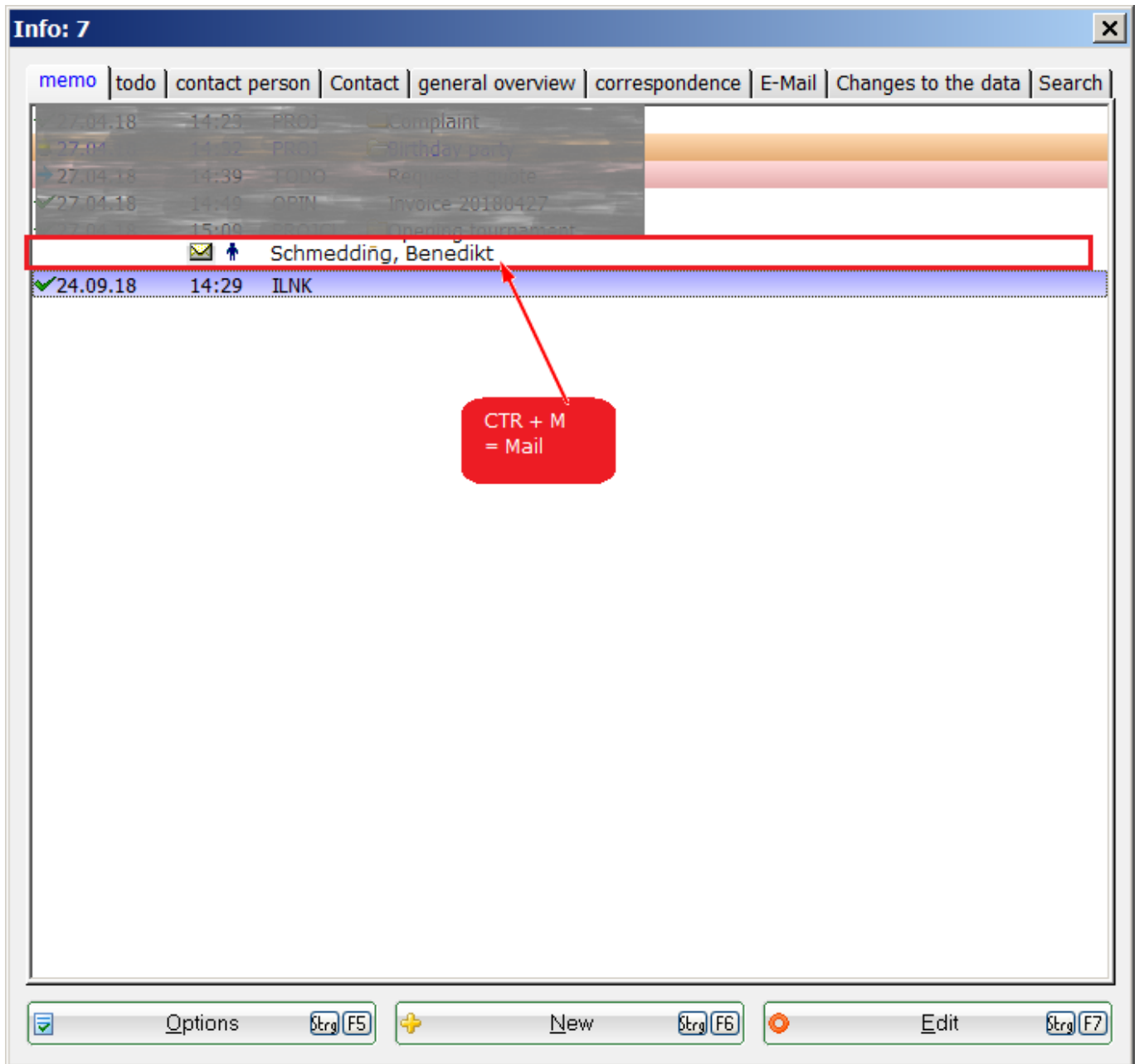
## Create an e-mail directly from the person's mask


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. The "e-mail" field is highlighted with a red border and contains the text "info@pccaddie.com". To the right of the "e-mail" field is an envelope icon. Other fields include "Search abbr.", "Title", "First name", "Name", "Contact Person", "Family status", "Function (Club)", "Street", "Postcode", "Town", "Telephone", "Mobile", "Fax", and "WWW". A right-hand sidebar contains various action buttons such as "Filter", "New", "Save", "Delete", "Copy", "Account", "Print", "Export", "SMS", "Card", "Close", "Discount", and "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](#).