

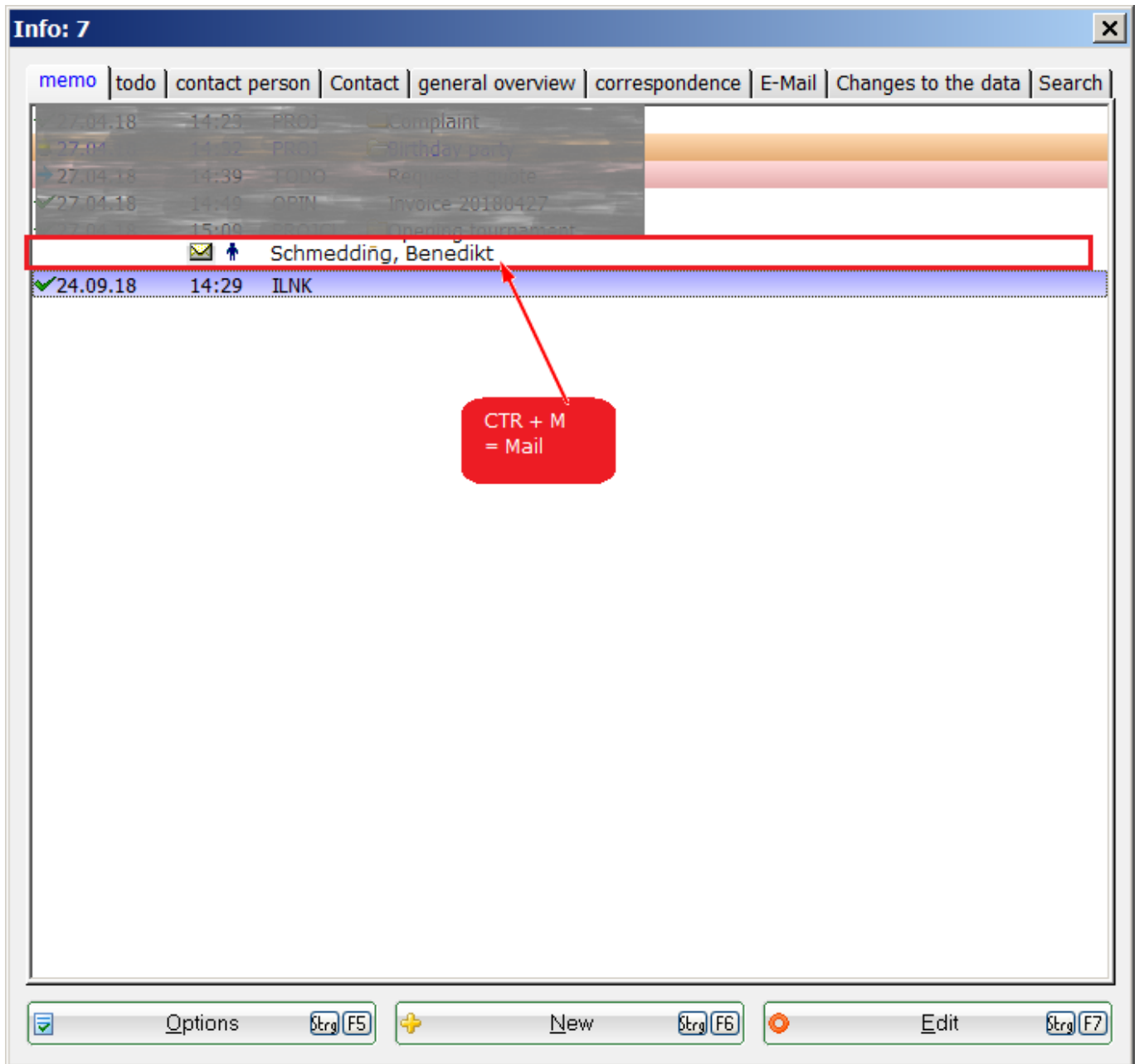
Create an e-mail directly from the person's mask

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 interface is divided into several sections:

- Name Section:** Includes fields for "Search abbr." (quro), "No" (099.0001.100017), "Title", "First name" (Rosemarie), and "Name" (Quickert). There is a "Select No." button and a small portrait photo of Rosemarie Quickert.
- Navigation Buttons:** A row of buttons with icons: Competition, Cash register, Timetable, and Intranet.
- Tabbed Interface:** Tabs for "Status", "1st Addr.", "2nd Addr.", "payment", "Infos", and "Memo". The "1st Addr." tab is active.
- Contact Information:** Fields for "Contact Person" (SSS Schmedding Software Systeme Gmb), "Family status" (1 - Individual), "Function (Club)", "Street", "Postcode", and "Town".
- Communication Fields:** Fields for "Telephone", "Mobile", and "Fax", each with a lock icon.
- e-mail Field:** The "e-mail" field contains "info@pccaddie.com" and has a red box around it. A red arrow points to the envelope icon at the end of the field.
- WWW Field:** A field for "WWW" with a globe icon.
- Right Sidebar:** A vertical column of buttons: Filter (F12), New, Save (F11), Delete (F5), Copy (F6), Account, Print (F8), 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](#).