



Candoo How to **Compose an Email**

Please note that these are the general steps that will apply for most email inboxes. With each step, refer to the image at the bottom for the approximate location.

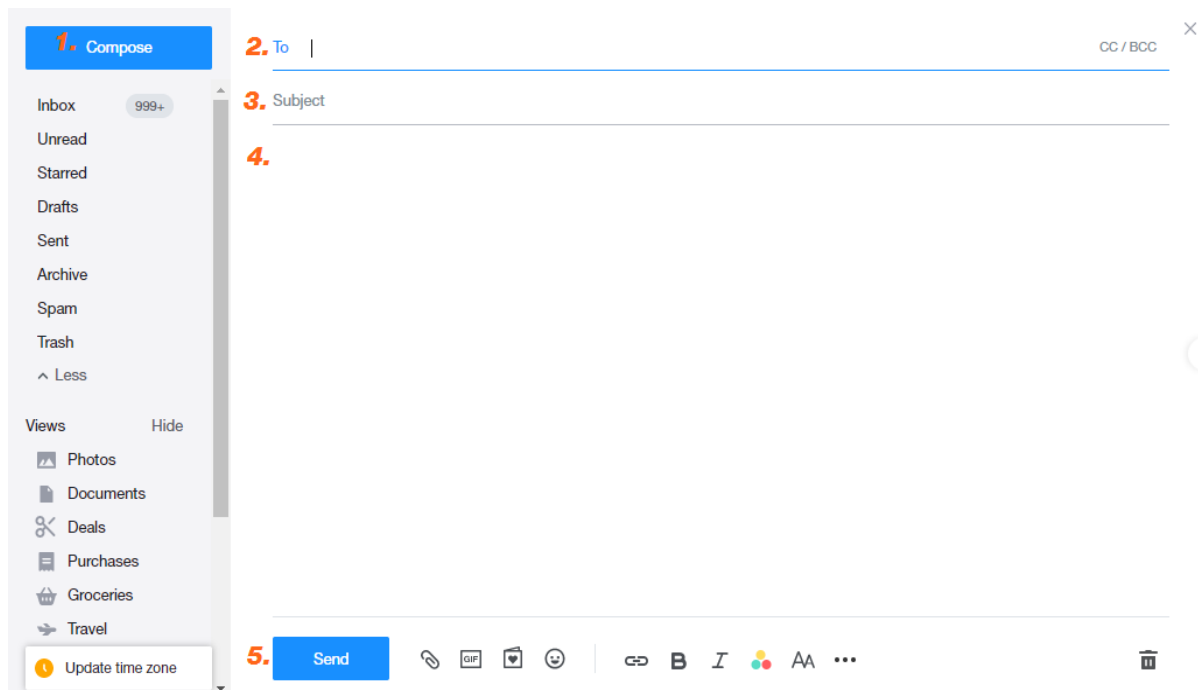
Step 1 Select **Compose**

Step 2 Type a recipient's name or email on the **To** line.

Step 3 Give the email a **subject**, to give the recipient a quick understanding of what the email is about. (Ex: Happy Birthday!)

Step 4 Type a message for the email in the **body**.

Step 5 Press **Send** to successfully deliver your email!



If you need help or have any questions, call us at

646-758-6606 or email support@candootech.com