

Check Email - will ask AOL to check for new emails

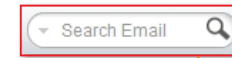
Delete - moves the selected email/s to the "Recently Deleted" folder

Compose - will open a new email for you to "compose"

Spam - moves the selected email/s to the "Spam" folder

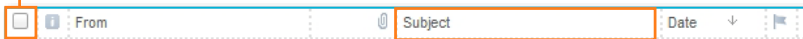
Action - select an email file (click in the check box) then click here to get a list of "actions"

Email organisation bar - allows you sort your emails in alphabetical or date order by **clicking** on the column heading e.g. "Subject" - the email files will be arranged by the subject name - (Normally emails are arranged by date received).



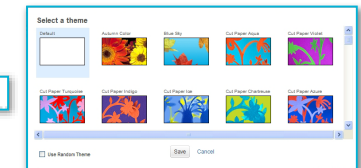
Alternatively you can just **search** your Email with the Search button

Click in the check box to select all the emails below - (they will become highlighted), you could then deselect any you wish to keep and delete the rest!

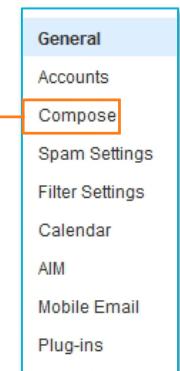


Personalise - this is where you can personalise your mail account.

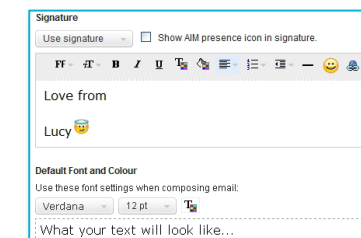
1 **Themes** - click here to choose a theme for your account:



2 **Settings** - enables you choose how your AOL email works:



Click on "Compose" to set up a style and signature for new emails:



You know you are in your AOL email account because you can see your email user name below **Aol Mail**.

Sign Out - click here to sign out of your AOL email account

Navigation pane - here the "Inbox" folder is selected - there are 3 unread - the email files in the inbox are shown to the right.

Sent - click on the "Sent" folder to see what you have sent.

Contacts & Calendar - these are very useful!

Open an email - click anywhere along the email file (you will see the hand symbol to indicate a link)

- 1 Click the check box to select an email file, then:
- 2 Click on one of the options above, e.g. Delete
- 3 or click on the bin symbol inside the file to delete it from there

"Plug ins" bar - to personalise this bar click on the green circle at the top. The "stationery" one is fun - click on the picture you like and a new email is created with that design.