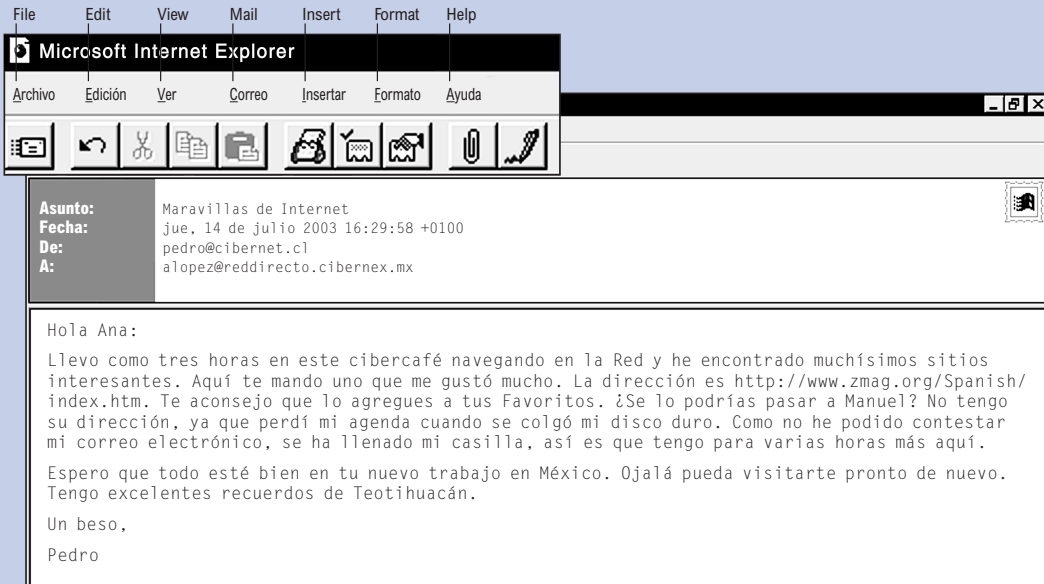


# Sending an e-mail

## Personal



## Business



**1** You can set an e-mail program to add a so-called signature at the end of every message automatically. Many people add their address and phone number as a signature.

**2** These are the titles of the files that are attached to the e-mail. E-mail programs allow you to attach a file from your hard disk at the click of a toolbar button.