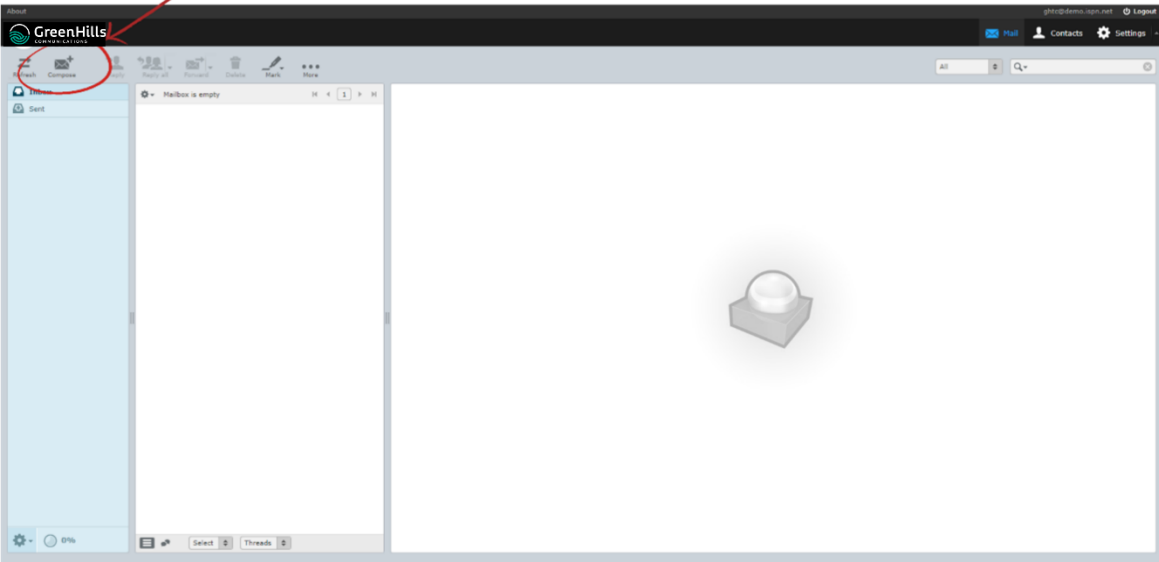


Green Hills Email Conversion

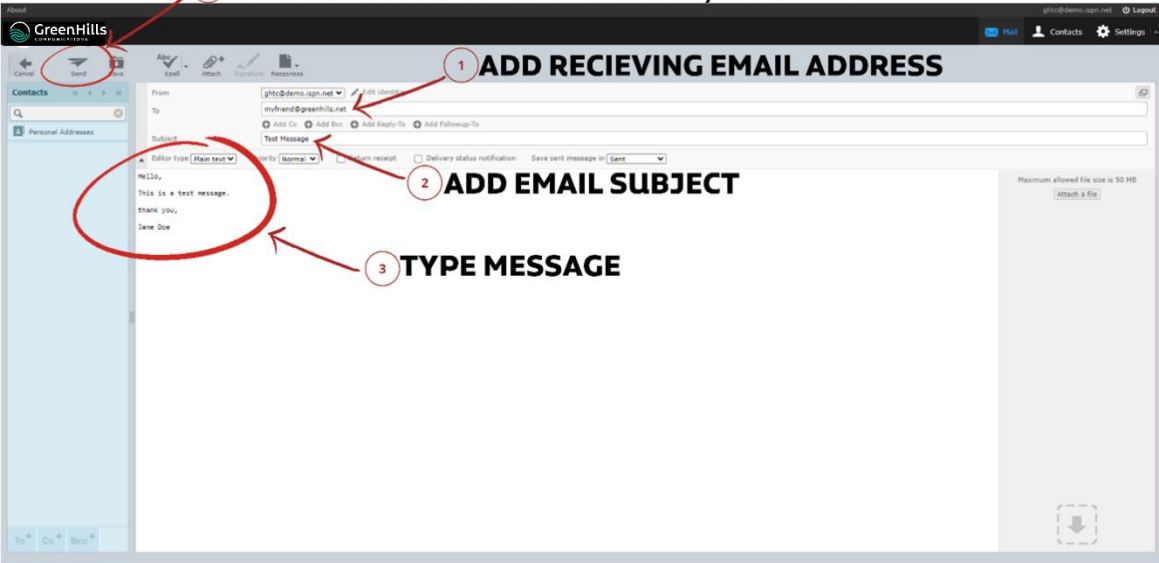
HOW TO:

Compose new emails:

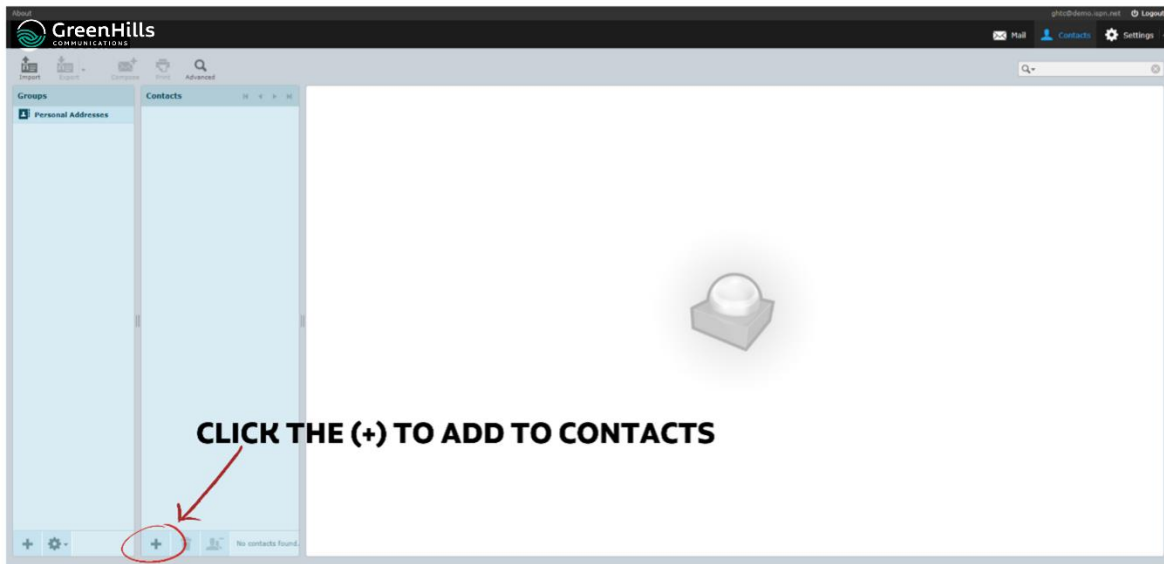
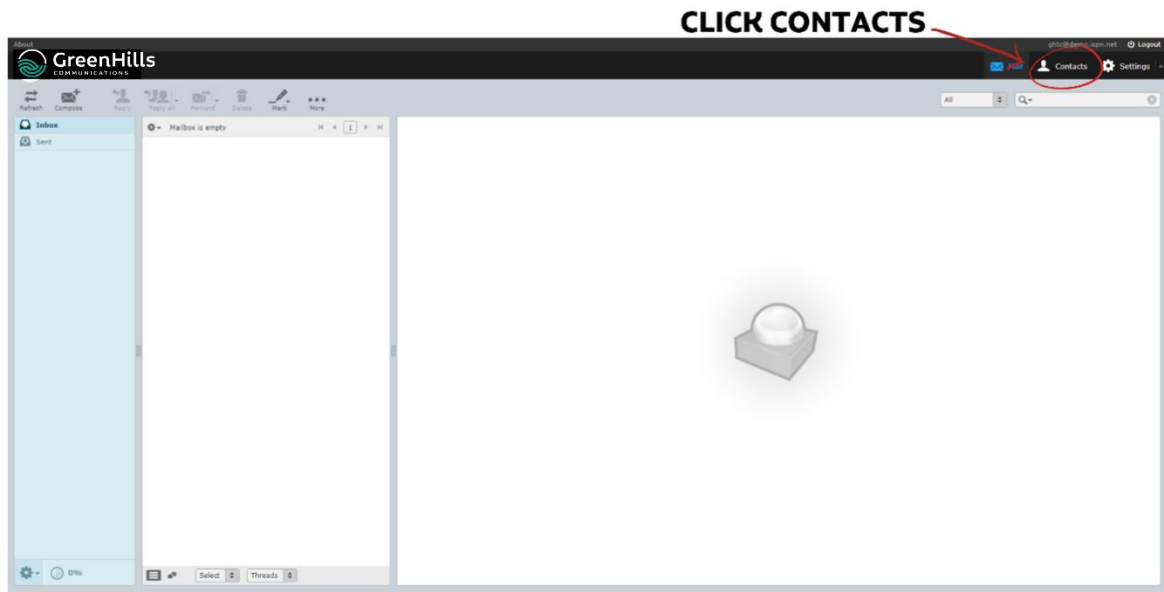
CLICK "COMPOSE" TO START EMAIL



4 AFTER COMPLETING YOUR EMAIL, HIT SEND



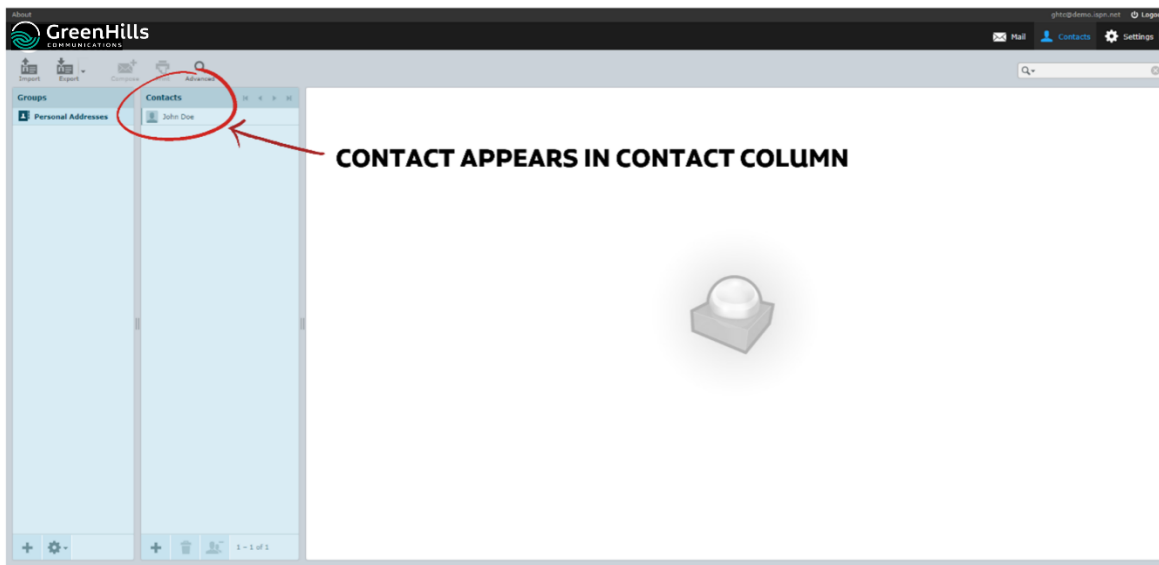
Access address list / create a new contact:



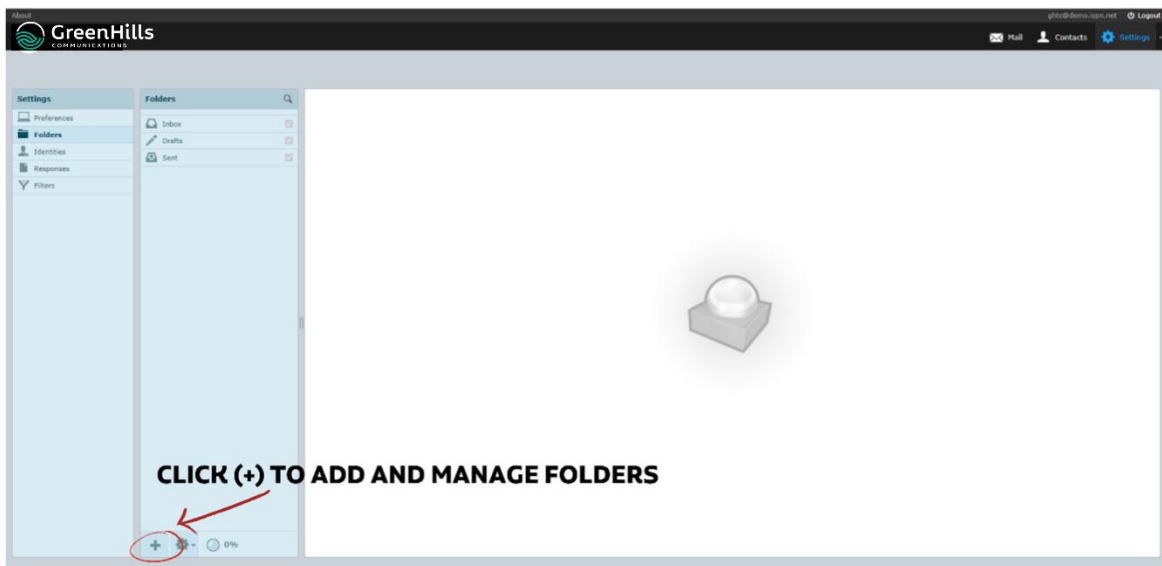
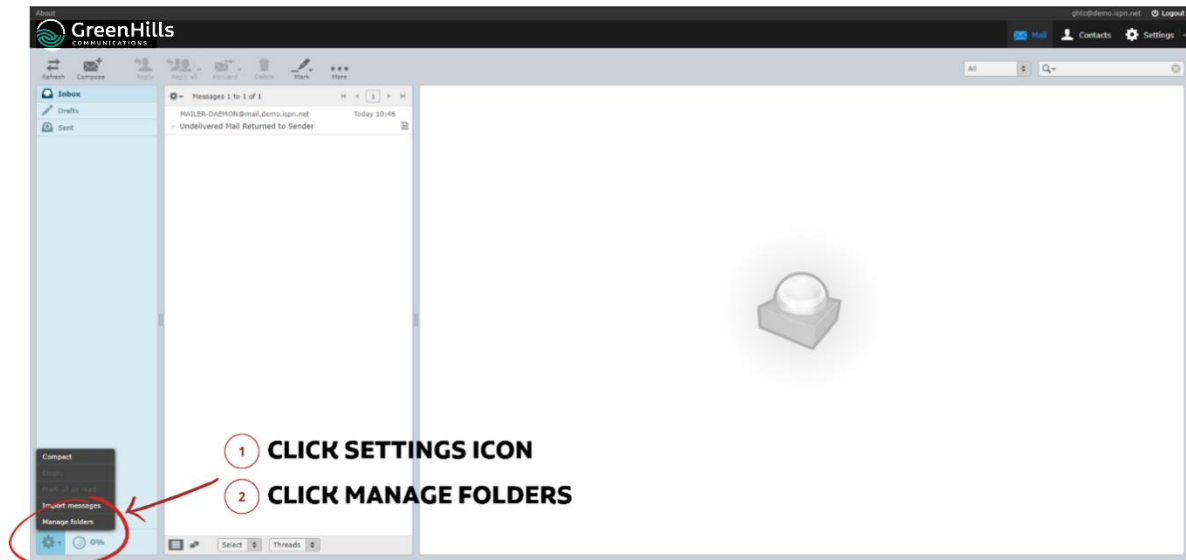
Access address list / create new contact -Continued

The screenshot shows the 'Add contact' form in the GreenHills Communications application. The form is divided into several sections: Name, Email, Phone, and Address. Each section has a dropdown menu for selecting the contact type (Home, Work, etc.) and a text input field. The form is annotated with five numbered red circles and arrows pointing to specific fields or buttons:

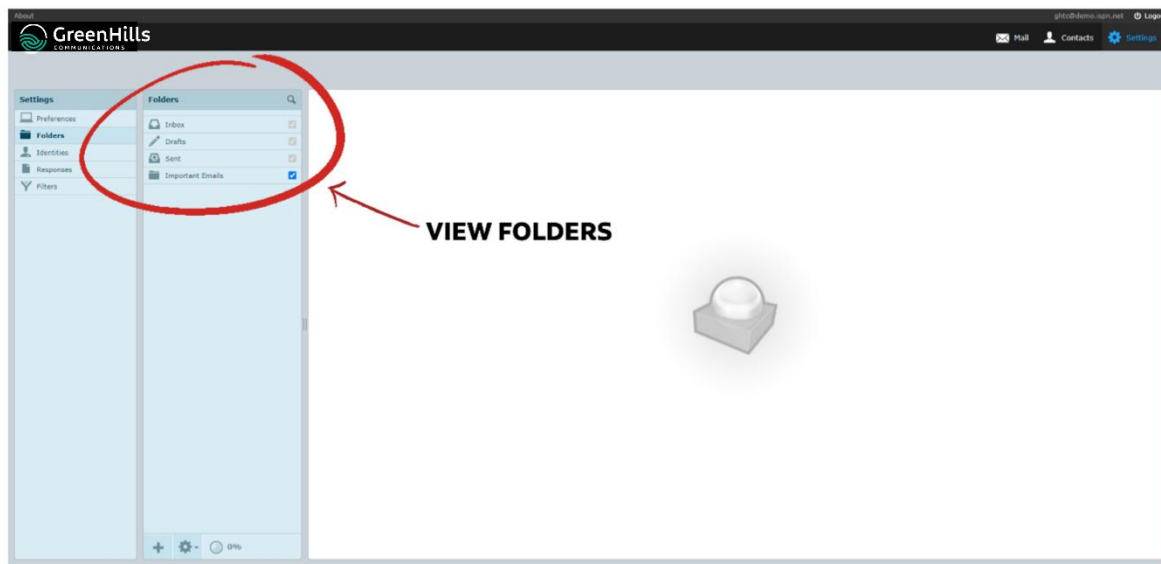
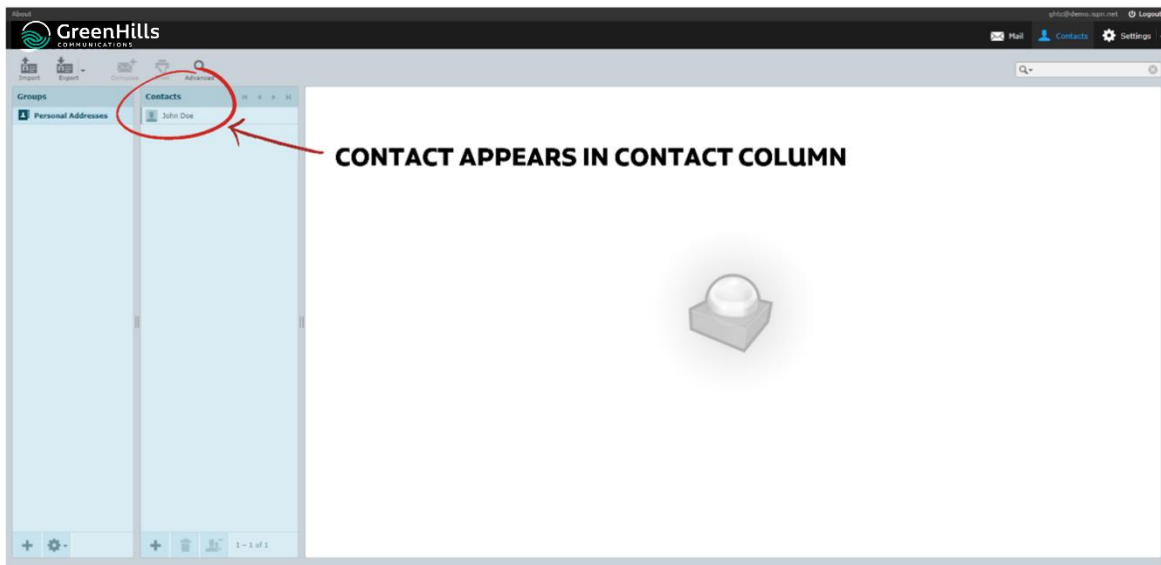
- 1. **ENTER YOUR CONTACTS NAME**: Points to the first and last name input fields.
- 2. **ENTER YOUR CONTACTS EMAIL**: Points to the email address input field.
- 3. **ENTER YOUR CONTACTS PHONE**: Points to the phone number input field.
- 4. **ENTER YOUR CONTACTS ADDRESS**: Points to the address input field.
- 5. **SAVE CONTACTS INFORMATION**: Points to the 'Save' button at the bottom of the form.



Locate inbox, sent box, and special folders:



Locate inbox, sent box, and special folders -Continued



Two quick ways to delete unwanted emails.

Highlighting One at a Time –

Click on one email that you want to delete. It should now be highlighted.
Hold down the “ctrl” (control) button in the lower left corners of your keyboard (keep it held down)
One by one, click on the emails you want to delete.
Once you have them highlighted, go to the top of the screen & click the trash can/delete icon.
They should now be gone.

Highlighting Several at a Time -

Click on one email that you want to delete. It should now be highlighted.
Hold down the “shift” button on your keyboard (keep it held down)
Click on the last email in the group of emails you want deleted. They should now all be highlighted.
Now go to the top of the screen & click the trash can/delete icon.
They should now be gone.