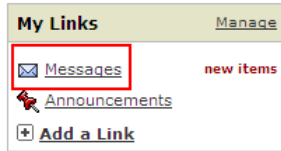
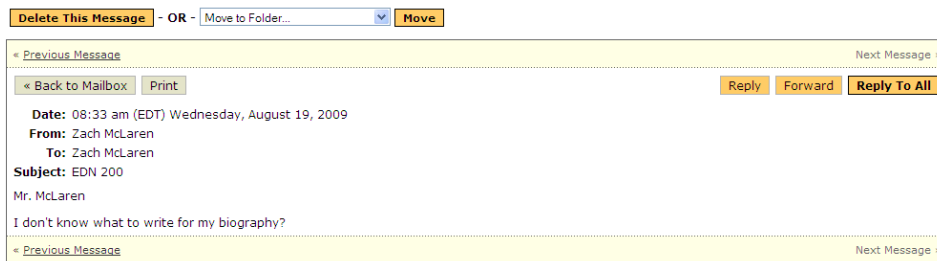


How to use Taskstream Email

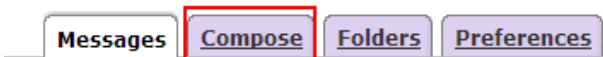
1. Log into your Taskstream account.
2. On the right hand side of the page under the *My Links* window select **Messages**.



3. Once in your inbox click on the subject of the message you'd like to read.
4. And then select your desired function, delete, forward, respond, etc.



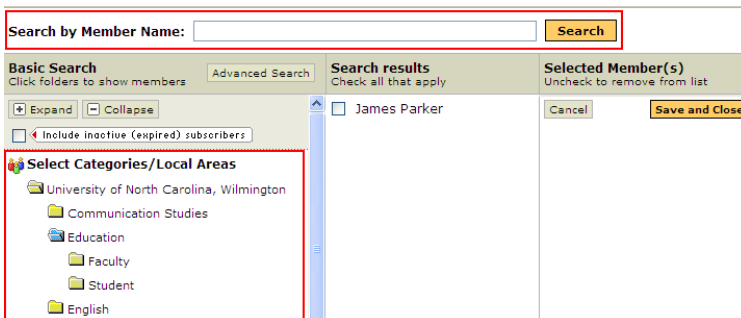
5. To create an email click on the **compose** tab at the top right of your inbox.



6. Click on the **Select Recipients** button.



7. Either search for your recipient by typing in their name in the search box or choose **Select Categories/Local Areas** to browse through the directory to locate and select your recipients email address.



8. Then create and send your email.

