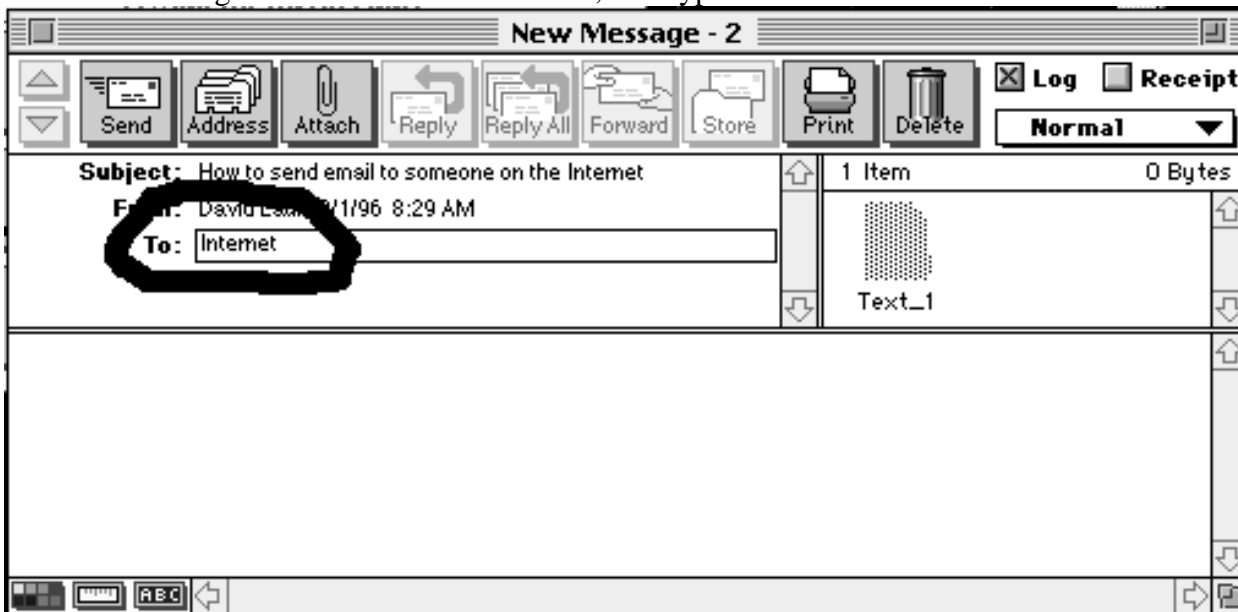


## Exchanging email with users on the Internet

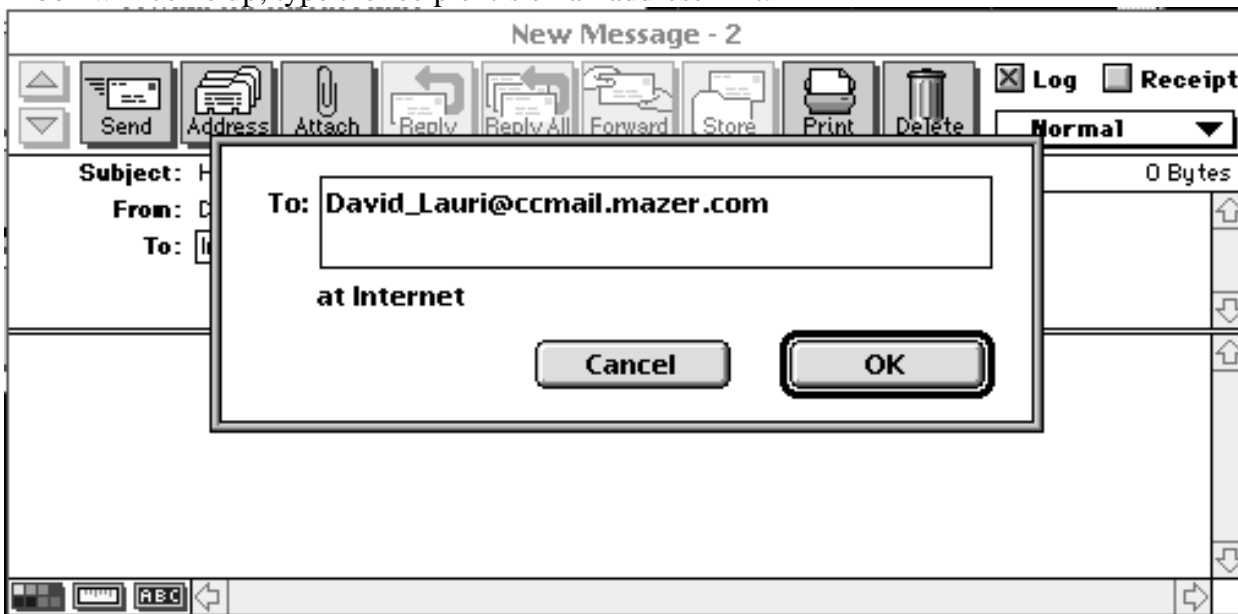
The cc:Mail systems at Mazer have a connection to the Internet, the international collection of computer networks, thus enabling us to receive email from people on the Internet and to send email to people on the Internet. All Internet email addresses are in the format “user@domain” where “user” is the person’s account and “domain” is the name of the system. For example, the President’s email address is “president@white.house.gov”.

All Mazer cc:Mail users’ Internet addresses are in the format “first\_last@ccmail.mazer.com”. For example, Bill Franklin’s Internet address is “Bill\_Franklin@ccmail.mazer.com”.

To send a message to someone on the Internet, first type “Internet” in the “To:” box:



A box will come up; type the recipient’s email address in it:



You can repeat this process for multiple recipients.

**Special tip for cc:Mail Mobile users:** If your directory is out-of-date and you need to send a message to a new user you know is on cc:Mail, you can use the same method to address a message. Type the name of the person’s post office in the “To:” box (for example, “Mazer\_Creative”) and then type the person’s name in the box that comes up (for example, “Mike Brandenburg”).