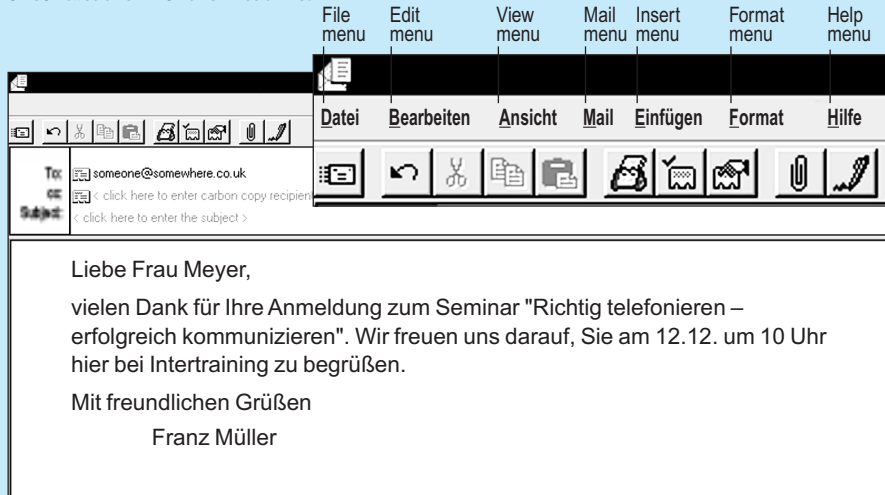


Sending an e-mail

The illustration shows a typical interface for sending e-mail.

E-mails normally take the form of a simple letter, especially when you don't know the recipient or contact them for the first time:



When sending routine e-mails to friends and colleagues, you do not have to address them by name or use formal endings:

Die nächste Besprechung findet am Freitag, 15.7., um 10 Uhr statt. E