

Cleanup Email To Be Sent To Others:

- 1. Open the email that you wish to share with someone else.**
- 2. Place the cursor at the first word of the message itself.**
- 3. Click and hold down the mouse button as you drag down through the message. Stop at the last word that you wish to send. All the message now should be black (highlighted).**
- 4. Click EDIT on your top menu bar and select COPY. This copies the message to the computer's invisible clipboard. It will remain there until you copy something else.**
- 5. Now, open a new email form.**
- 6. Place the cursor in the message box and click EDIT again. This time select PASTE. The text should be pasted into the new email form.(You can copy and paste a picture the same way)**
- 7. Address and send. The new recipient will receive the message only without receiving all the "junk" and email addresses as they would if you click the FORWARD button.**

Your friends and family will really appreciate your cleaning up the email message before sending it along.

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