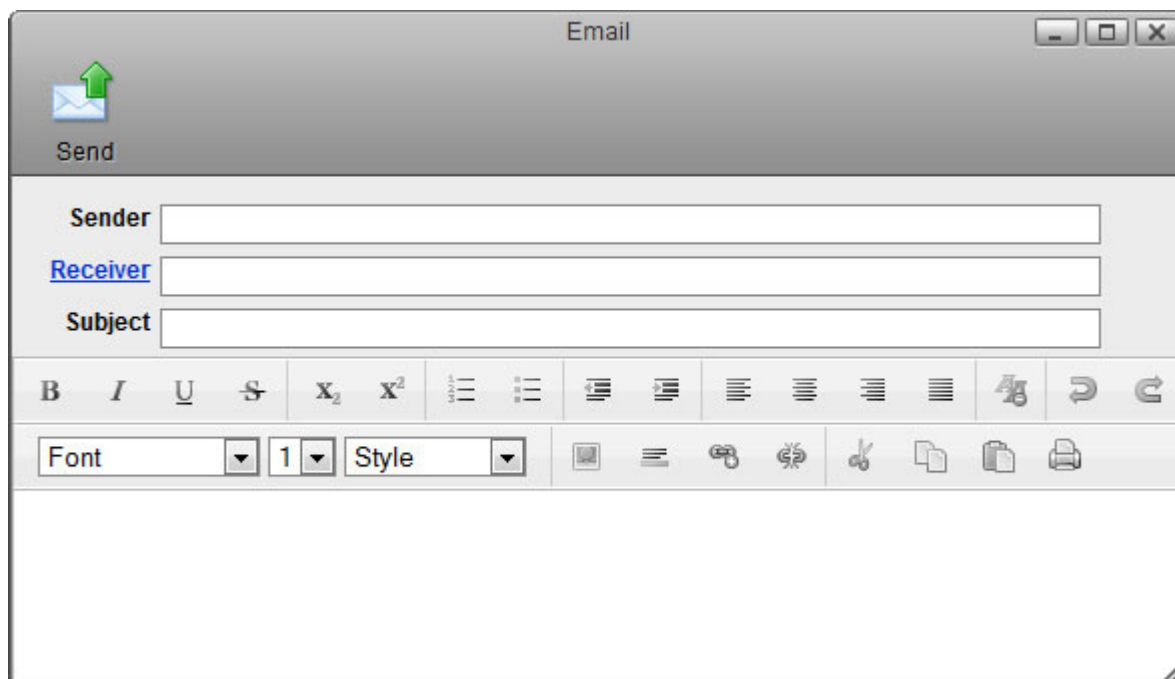# Email

Email is not intended as a standalone application but is a service that is called up when files and folders are shared via email. To do so, use the context menu in the file explorer or when viewing an album and share the files via email. The system then creates an email message that includes an invitation to view the files or albums with a hyperlink that the recipient can click on.

Button	Function	Description
	Send	Send out email message.
	Sender	By default, this field is populated with the email address that you have setup under Preferences > Email.
Receiver	Add Contacts	Click **Receiver** to add contacts from your address book or manually enter an e-mail address.
	Subject	Enter a subject for this email message.

> To send out invitations by email, make sure to setup the email preferences first. For more details, see Preferences > Email.

Toolbar

Button	Function	Description
B	Bold	Convert the selected text to bold lettering.
I	Italic	Convert the selected text to italic lettering.
U	Underline	Underline the selected text.

Button	Function	Description
	Strikethrough	Strike through the selected text.
	Subscript	Convert the selected text to subscript format.
	Superscript	Convert the selected text to superscript format.
	Insert Ordered List	Insert an ordered (numbered) list.
	Insert Unordered List	Insert an unordered bullet list.
	Outdent	Reduce the indentation of the line.
	Indent	Increase the indentation of the line.
	Left Align	Arrange the words to the left side.
	Center Align	Arrange the words in the middle of the page.
	Right Align	Arrange the words to the right side.
	Block Justify	Arrange the words to fully fill the lines.
	Remove Formatting	Remove the formatting on the selected text.
	Undo	Undo the last action.
	Redo	Redo the last action.
	Insert Image	Insert an image at the cursor prompt.
	Insert Horizontal Rule	Insert a horizontal line.
	Insert Hyperlink	Link the select words to a certain URL.
	Remove Hyperlink	Remove the hyperlink from the selected text.
	Cut	Cut out the selected text to move it.
	Copy	Copy the selected text.
	Paste	Paste the text from clipboard.
	Print	Print out the email.