






















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.

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