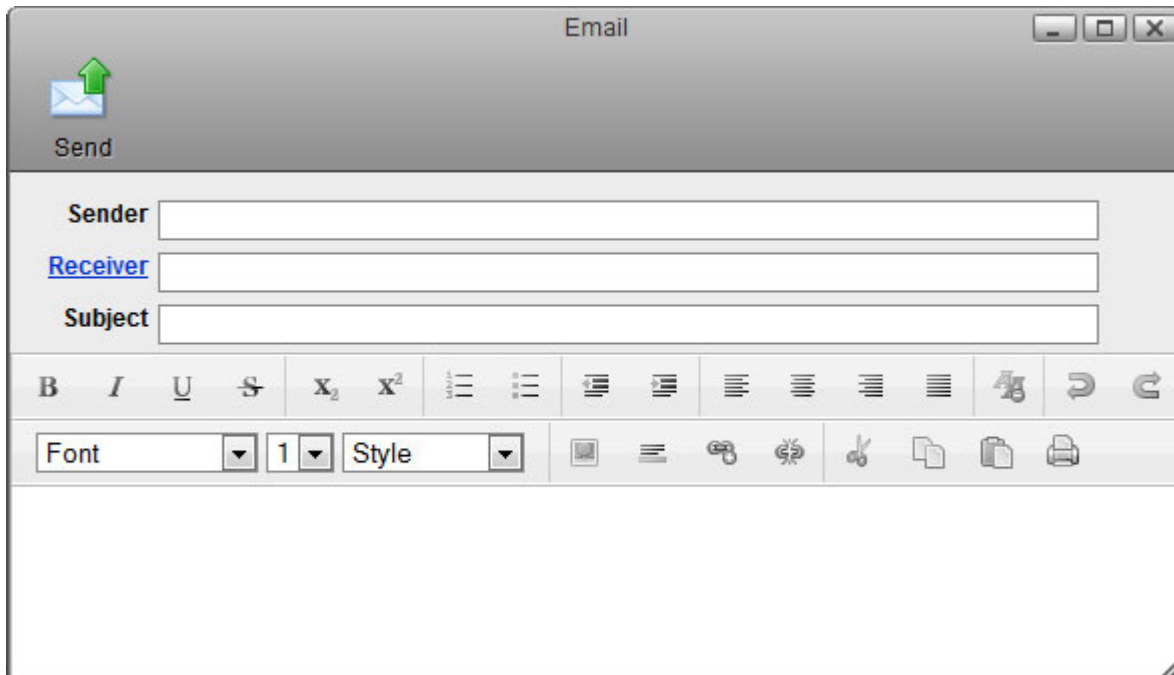


# Email

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
	<b>Send</b>	Send out email message.
	<b>Sender</b>	By default, this field is populated with the email address that you have setup under <a href="#">Preferences &gt; Email</a> .
<b>Receiver</b>	<b>Add Contacts</b>	Click <b>Receiver</b> to add contacts from your address book or manually enter an e-mail address.
	<b>Subject</b>	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>B</b>	<b>Bold</b>	Convert the selected text to bold lettering.
<i><b>I</b></i>	<b>Italic</b>	Convert the selected text to italic lettering.
<u><b>U</b></u>	<b>Underline</b>	Underline the selected text.

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

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