

“How To”- Send Quick Email Messages

Examples of how this function can be used:

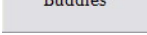
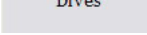
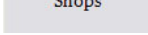
This function is intended to assist you in communicating with your *Buddies* regarding future/past trips or some detail brought to your attention while recording your experiences; contacting your *Dive Shop* regarding equipment servicing, status or purchase; or to submit your *Dives Details* to a dive shop, dive instructor, dive organization, or dive buddy for any number of reasons.

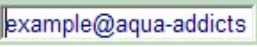

***Please Note:** In order to send emails from ScubaTrak you must be connected to the Internet and you must have some sort of Windows based or Local/Internal email account configured, not just an Internet based account.

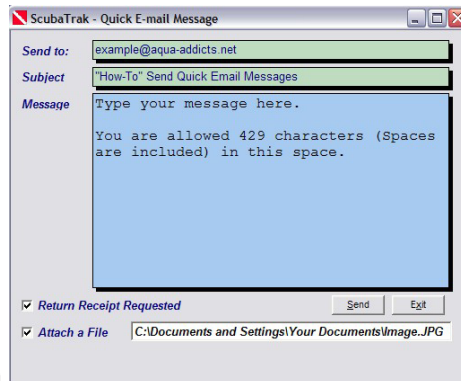
Example:

Internet Based = Yahoo, Hotmail, AOL, MSN, etc.


Internal Based = Outlook, Outlook Express, Endura, etc.


1. Open one of your *Key Features*: , , or . Then open a *Detail Screen*, from an item on the *List Screen*, related to who/what you'd like to email. Steps for sending emails are similar for each of these *Key Features*.

2. Regarding emails sent from *Buddies* and *Shop Detail Screens*: if there is an email address saved in the space provided **e-mail:** , then the email button  on your toolbar at the top of your ScubaTrak program window will become functional (no longer grayed). If there is no email in the field, you'll need to type it in, before you click the email button, and save it to continue.



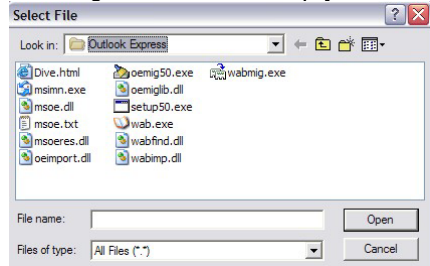
3. Your “Quick Email Message” box will open



4. If you're emailing out of your *Buddies* and/or *Shops Detail Screens*, you'll see this field **Send to:**  pre-filled.

If you're emailing someone regarding a dive from your *Dive Detail Screen* you'll see this field **Subject**  pre-filled, as well as your “Attach a File” field pre-filled (the Dive Detail Screen formatted into an attachment). You may add an attachment to this email. You will need to enter additional email addresses if you wish to send this email to more than one buddy or dive shop.

- Type your message in the space provided. You are allowed 429 characters, including spaces, in this message space.
- Click the box next to **Return Receipt Requested**, so can be notified when the recipient has received your message.
- If you want to add additional attachments, click the check box next to the **Attach a File** box.

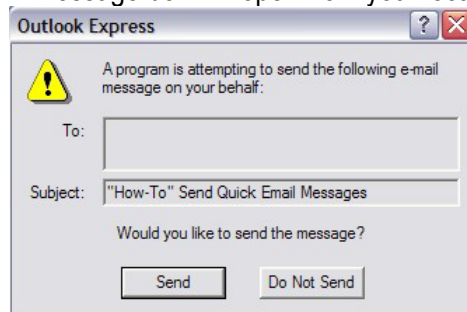
Then *right-click* in the empty field. A directory box will open



Use the  drop-down menu button or the browse button  to find the location of the file you'd like to attach. When you see your file/attachment location in the

field, click and your file's name will be inserted into the appropriate space next to "Attach a File".

- Then click to send your email and attachment.
- A message box will open from your local email application, similar to this one shown here



, and you'll need to click to complete the sending of the email.

- The "Quick Email Message" box will close automatically when the message has been successfully sent. If at any point you choose to not continue with sending your message just click to close and cancel the email.