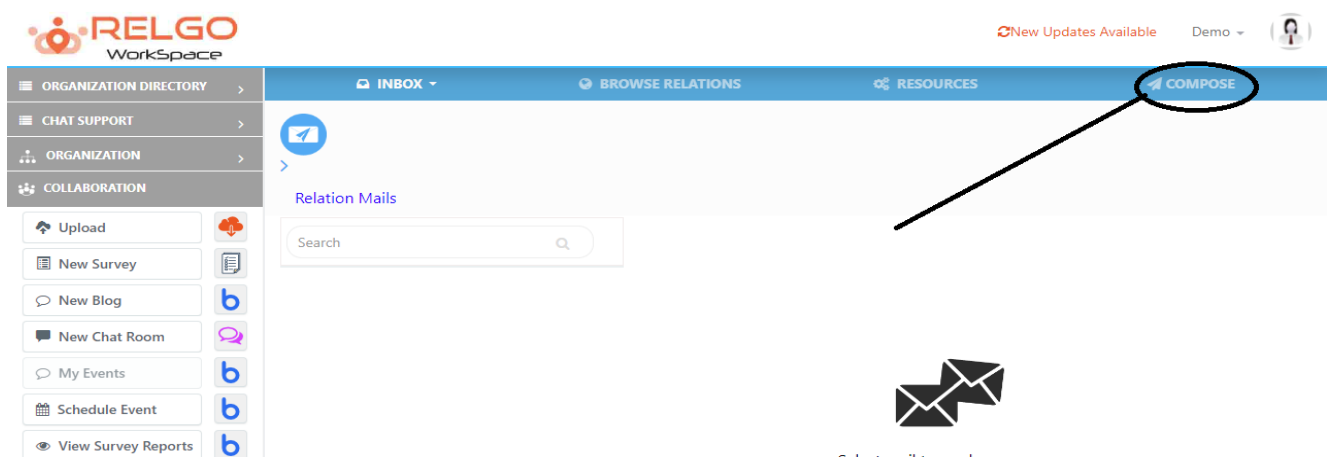


# Mailing

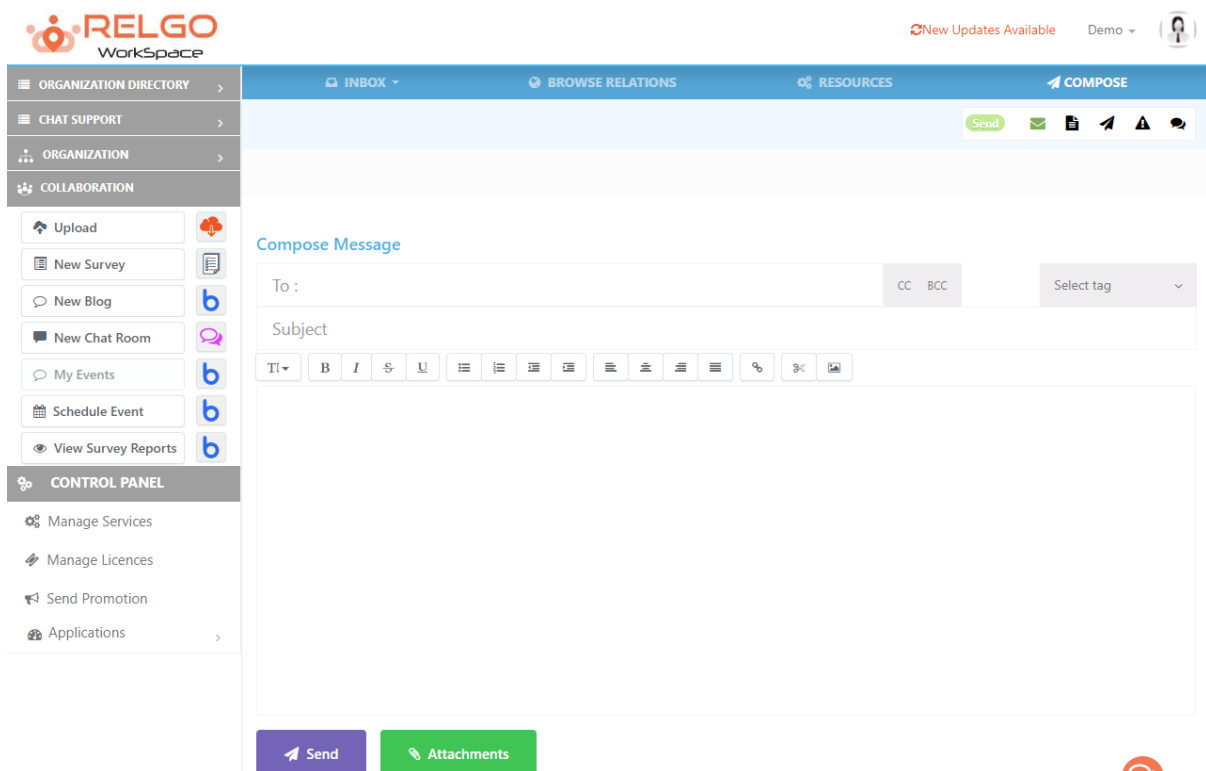
## Workspace Mailing:

Below are the steps to use RELGO MAIL SERVICE:

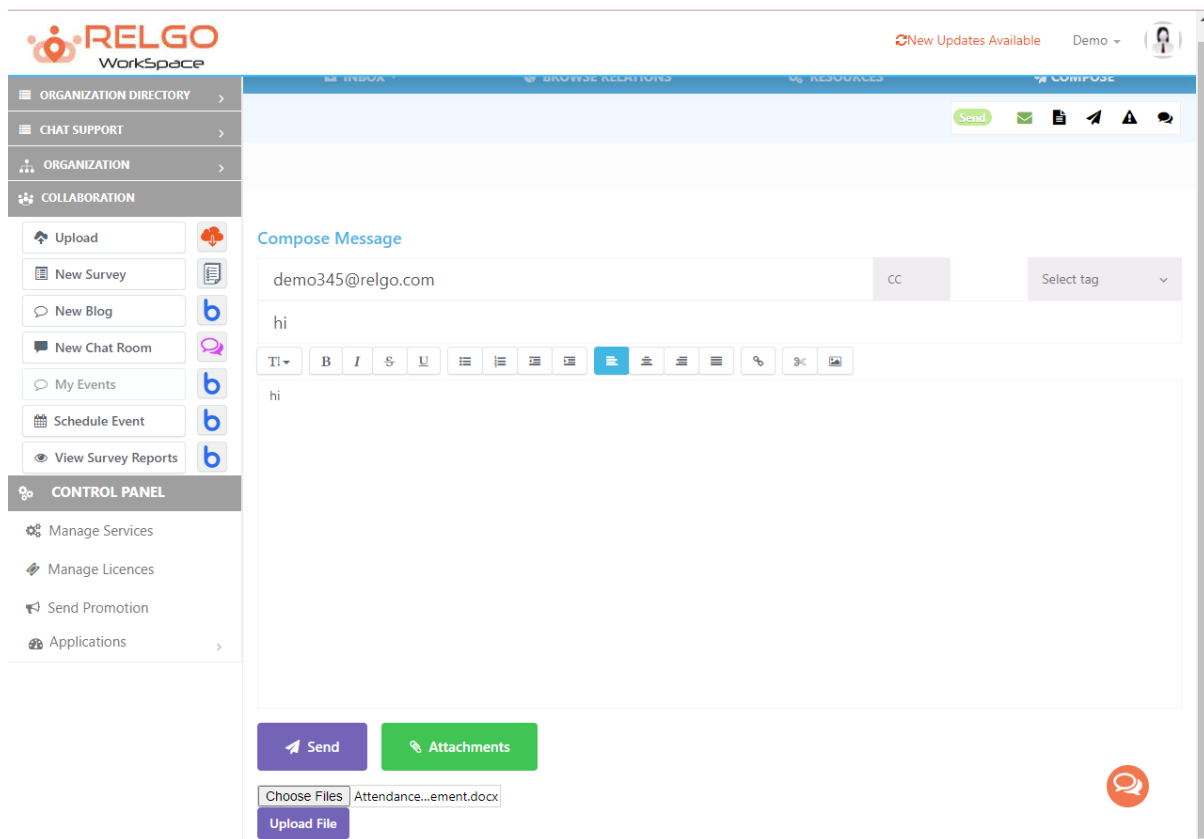
**Step 1:** One can start communication using Relgo mail service by clicking on Compose Icon. While composing mail, user can add subject, fill to address, fill content in the body, and add attachments and then click send button.



When we click on compose menu, below screen will displays.



One can attach the attachment using the attachment icon.



Click on Upload file to attach the document & wait for the confirmation that file uploaded successfully.

By clicking on send the mail will be sent to the recipient.

**Step 2:** Reply to the mail

Reply can be given as follows

ORGANIZATION DIRECTORY

CHAT SUPPORT

ORGANIZATION

COLLABORATION

Upload

New Survey

New Blog

New Chat Room

My Events

Schedule Event

View Survey Reports

CONTROL PANEL

Manage Services

Manage Licences

Send Promotion

INBOX

BROWSE RELATIONS

RESOURCES

COMPOSE

Relation Mails

Search

Select all

mounika.d@relgo.com

test mail

3/13/2020 10:51:56 AM

mounika.d@relgo.com

hyperlink

3/12/2020 4:35:25 PM

mounika.d@relgo.com

only attachment

3/12/2020 4:33:54 PM

mounika.d@relgo.com

test email

3/12/2020 4:18:26 PM

mounika.d@relgo.com

test mail

3/12/2020 4:13:58 PM

From

mounika.d@relgo.com

To

samplernc@relgo.com

Subject

hyperlink

Message

hyperlink attached

3/12/2020 4:35:25 PM

Open the received mail and reply to that mail.

Upload

New Survey

New Blog

New Chat Room

My Events

Schedule Event

View Survey Reports

CONTROL PANEL

Manage Services

Manage Licences

Send Promotion

Applications

Search

To

mounika.d@relgo.com

Subject

Re: hyperlink

Message

T1

B

I

U

reply to the mail

mounika.d@relgo.com

3/12/2020 4:35:25 PM

hyperlink attached

Send

Choose Files

No file chosen

Upload File

Reply to the mail in the given section.

