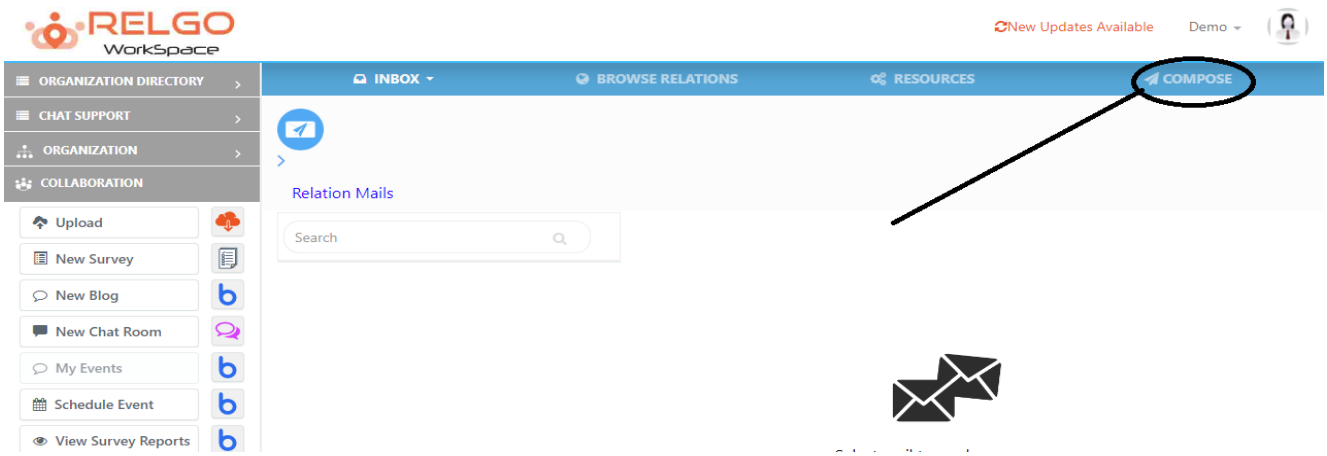
Mailing

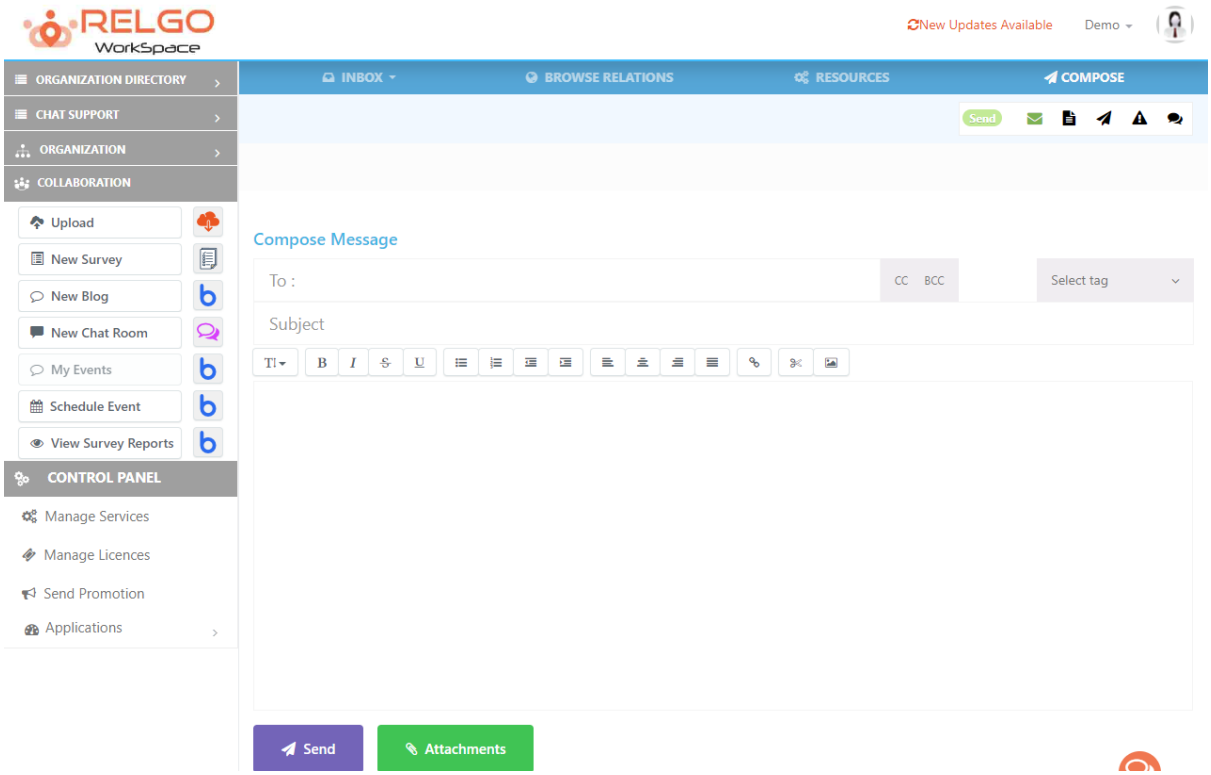
Workspace Mailing:

Below are the steps to use RELGO MAIL SERVICE:

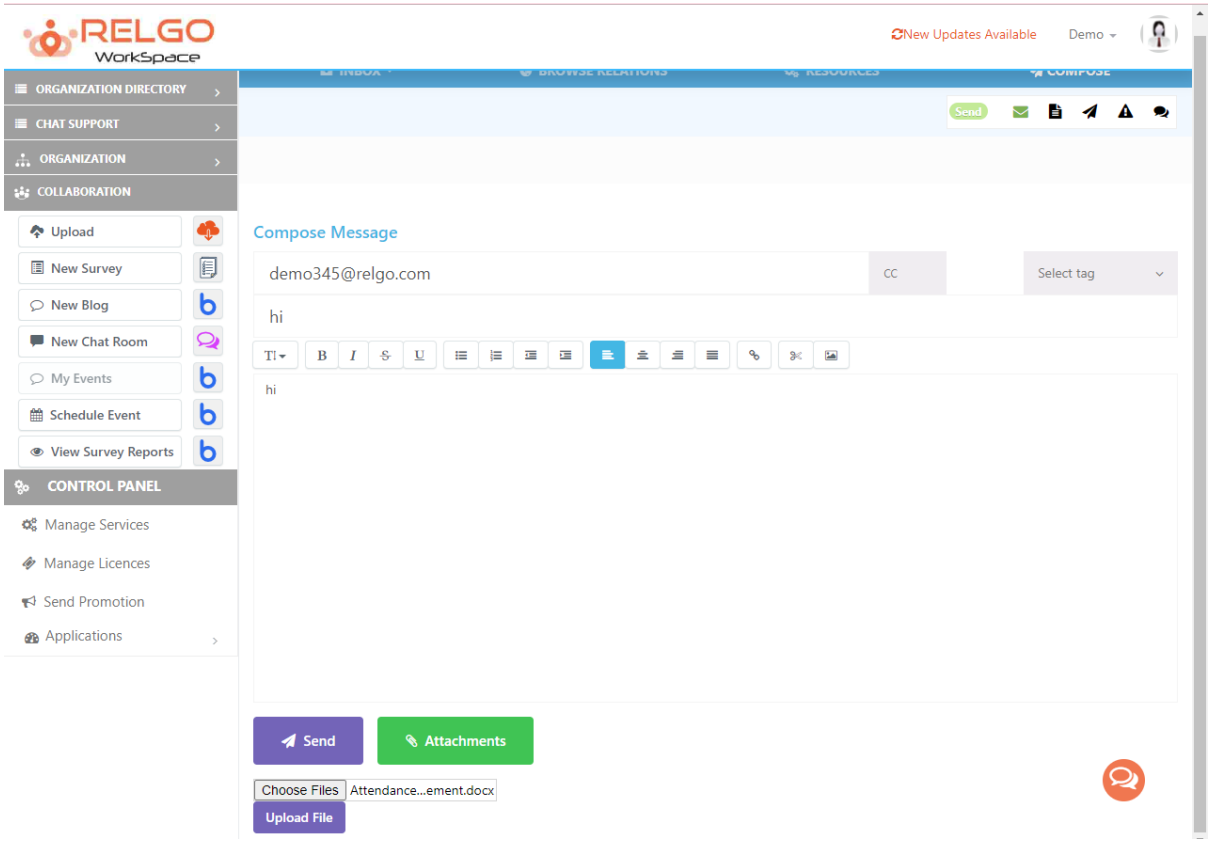
Step 1: One can start communication using Relgo mail service by clicking on Compose Icon. While composing mail, user can add subject, fill to address, fill content in the body, and add attachments and then click send button.



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



One can attach the attachment using the attachment icon.

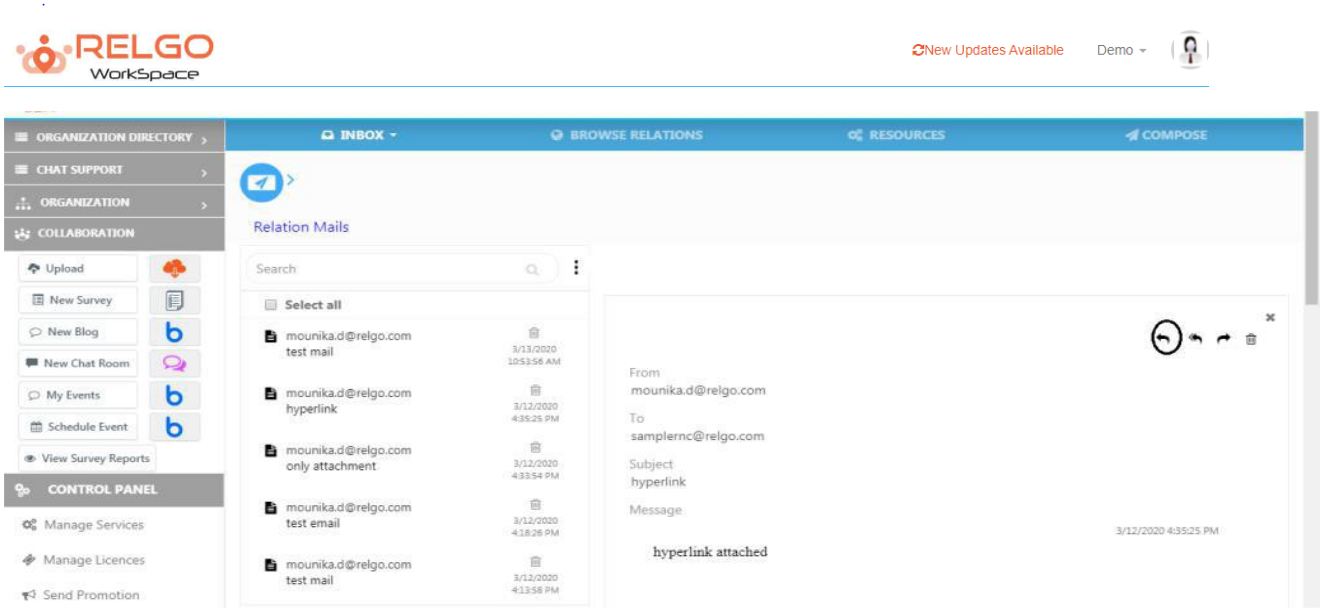


Click on Upload file to attach the document & wait for the confirmation that file uploaded successfully.

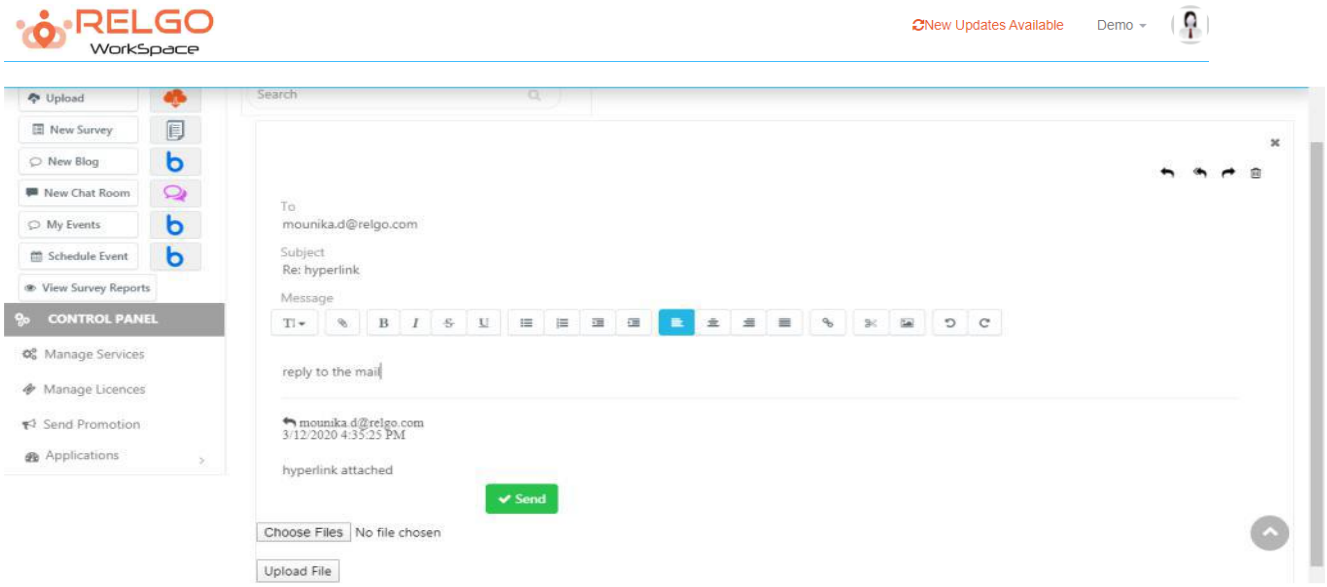
By clicking on send the mail will be sent to the recipient.

Step 2: Reply to the mail

Reply can be given as follows



Open the received mail and reply to that mail.



Reply to the mail in the given section.